

# TRANSFER CREDIT Approval Form

ST. OLAF COLLEGE  
Registrar's Office

## Student Information

ID: \_\_\_\_\_ Name (Last, First): \_\_\_\_\_ Date: \_\_\_\_\_

| Institution Name | City, State, Country* | Term (ex. Summer 2020) |
|------------------|-----------------------|------------------------|
|                  |                       |                        |

\*Note: If the courses will be taken at an institution outside of the U.S., contact the IOS Office first to discuss your plans.

## Courses You Intend to Take

| Department | Course number | Course title | # of Credits at other institution | St. Olaf GE requested | Registrar's Office Use Only |                 |
|------------|---------------|--------------|-----------------------------------|-----------------------|-----------------------------|-----------------|
|            |               |              |                                   |                       | Approved for Credit         | Approved for GE |
|            |               |              |                                   |                       |                             |                 |
|            |               |              |                                   |                       |                             |                 |
|            |               |              |                                   |                       |                             |                 |
|            |               |              |                                   |                       |                             |                 |

If you intend for your transfer work to fulfill a requirement in your major/emphasis/concentration, please obtain approval from the Department Chair or Program Director, who can then submit a future exception for you in DegreePath.

### Transfer policies that apply:

- Only courses completed with a grade of C or higher will be accepted for transfer.
- Grades from transfer courses will be listed on the St. Olaf transcript but will not be included in the St. Olaf GPA.
- A maximum of 4 St. Olaf credits and 2 GE/CORE requirements may be transferred back to St. Olaf for continuing students.

For more information of transfer of credit, please see the [Catalog](#).

Return completed form to the Registrar's Office in person or by email to Renae Althoff at [althoffl@stolaf.edu](mailto:althoffl@stolaf.edu).

**A final, official transcript in a sealed envelope or accessible via a secure link to a PDF must be sent to the Registrar's Office directly from the awarding institution. Transcripts can be sent to:**

St. Olaf College  
Registrar's Office  
1520 St. Olaf Avenue  
Northfield, MN 55057

*There are no St. Olaf grants or scholarship available for summer coursework. Students may be eligible for federal or state funds for summer. Please check in with the Financial Aid Office for your specific situation.*