TRANSFER CREDIT APPROVAL FORM

STUDENT NAME (PRINT)         STUDENT ID#         Phone #

NAME OF COLLEGE/UNIVERSITY OF TRANSFER WORK: __________________________
Were these courses taken outside of the United States? __________________________

COURSES TAKEN:  ☐ SUMMER  ☐ FALL  ☐ SPRING  YEAR _______________

ADVISOR SIGNATURE (APPROVAL)         ADVISOR NAME (PRINT)         DATE

Courses must be approved by a Pitzer faculty member if the course is in a field of study that Pitzer offers. For courses in fields not offered by Pitzer, an appropriate faculty member at another Claremont College must approve of the course.

**Note for faculty members: By signing this form you are agreeing that the transfer course is equivalent to a course that could be offered in your field/department at the Claremont Colleges.**

Please list the name of the course(s) to be transferred to Pitzer College:

<table>
<thead>
<tr>
<th>Transfer Course Number &amp; Title</th>
<th>5C (Claremont Colleges)</th>
<th>5C</th>
<th>5C (Claremont Colleges)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) __________________________</td>
<td>______________________</td>
<td></td>
<td>______________________</td>
</tr>
<tr>
<td>2) __________________________</td>
<td>______________________</td>
<td></td>
<td>______________________</td>
</tr>
<tr>
<td>3) __________________________</td>
<td>______________________</td>
<td></td>
<td>______________________</td>
</tr>
</tbody>
</table>

After the course is completed, you must request an official transcript to be sent to:
Office of the Registrar, Pitzer College, 1050 N. Mills Ave., Claremont, CA 91711
If you hand-deliver a transcript it must be in its original, sealed envelope. Opened or loose transcripts are considered unofficial and will not be accepted by the Registrar’s Office.

Please turn over for signature.

OFFICE USE

Date Processed   Initials

s/forms/web/transfer credit approval

revised 7/2014
Transfer Credit Policy

The full Transfer Credit Policy can be found under the Academic Policies section of the Pitzer College Catalog at catalog.pitzer.edu

- **Transfer credit does not calculate into a student’s Pitzer GPA.**

- In order to be eligible for transfer credit, coursework must be offered by another regionally accredited college or university in the United States and a grade of “C” or better must be earned.

- A faculty member in the appropriate discipline must approve each transferred course. If the course is in a field of study offered at Pitzer, the course must be approved by a Pitzer faculty member.

- Of the 32 courses required for graduation, no more than 16 will be accepted as transfer credit. New Resources students may transfer up to 24 Pitzer course credits, with a maximum of 16 from a two-year institution.

- Courses approved for transfer credit may not be used to fulfill more than half of a student’s major or minor requirements.

- To verify the amount of Pitzer course credit you will receive for transfer work, please speak to someone in the Registrar’s Office.

- In order to insure sufficient credit for graduation, please submit all transfer credit by the first semester of senior year.

- Transfer credit is not allowed for coursework taken through a study abroad program while on a leave of absence for the fall or spring semester. Transfer credit for work done abroad during the summer may be granted credit when prior approval is obtained from the appropriate field group and the Registrar’s Office.

---

**Transfer Credit Conversion:** All academic credits (semester and quarter) transferred into Pitzer College will be translated into equivalent Pitzer course credits according to the following conversion: **four semester units or six quarter units equal 1.0 Pitzer course.** Please check with the Registrar’s Office to confirm transfer credit totals.

 Students, by signing this form you acknowledge that you have read and agreed to terms of the transfer credit policy.

☐ **I have read and understand the implications of the transfer credit policy.**

STUDENT SIGNATURE ______________________________ DATE ______________________________