



UNIVERSITY OF HARTFORD

Permit For Transfer Credits

The following procedures are to be followed in order to assure the approval and transfer of credits from another college or university to the University of Hartford. Online/Distance Education courses are evaluated on a student by student basis. (Failure to obtain approval may result in not receiving transfer credit.)

If you have any questions about the procedure, please contact The Office of Admissions or a Transfer Representative at 860.768.4021.

Transfer Credit Procedures:

- 1) Obtain the course description from the institution. This generally is available at the institution's website and can be printed out. Note: We are **not requesting** the "Schedule of Courses" which may not include descriptions. Coursework cannot be a duplicate of coursework already completed at the University of Hartford or transferred from another institution.
- 2) Complete the attached "Permit for Transfer Credits" form. List all the courses which are being considered on the LEFT HAND SIDE only. The right hand side will be completed and signed by a Transfer Evaluator. If you do not have enough room on one form, you must complete another form. Do not use the back of the form to list courses. In addition, you MUST complete a separate form for each institution you are considering.
- 3) Meet with your College Evaluator and have them approve the courses indicated on the form. A College Evaluator's signature is required; an additional signature from the Department Chair may also be needed. If you are unable to contact or are unsure of your College Evaluator please contact a Transfer Admission Representative at the Office of Admission.
- 4) Bring the completed and signed form to the Office of Admission Transfer Department.
- 5) The original will remain on file in the Office of Admission. A second copy will be sent to your college evaluator and a third copy will be provided upon request.
- 6) Once you successfully complete the approved course work with a grade of C- or higher, you must request that an official transcript from that institution be sent to the:

University of Hartford
Office of Admission
200 Bloomfield Avenue
West Hartford, CT 06117

- 7) This transcript must be received before the end of the following semester in order to receive transfer credit. Please remember that only credits transfer, not grades and will not affect your UofH GPA.



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Date: _____ University ID: _____

First Name: _____ Last Name: _____

Home Address: _____

Cellular Phone Number: _____ Email Address: _____

School/College in which you are enrolled: _____ Major: _____

Institution you plan to attend: _____

Course(s) will be taken: Fall Winter Spring Summer Year: _____

Transfer Credit Policy and Procedures:

- ✓ A minimum grade of C- must be earned for the course to be eligible for transfer credit.
- ✓ Pass/Fail Courses do not transfer unless P = a grade indicated on the transcript. Grades do not transfer – only credits.
- ✓ It is the responsibility of the student to have an OFFICIAL transcript forwarded to the Office of Admission & Student Financial Assistance and to make certain that there is no duplication of credits previously earned.
- ✓ All transcripts must be received in the transfer office by the following semester.
- ✓ The Residence Requirement states that candidates for a Bachelor's/Associate's Degree are generally expected to complete at least the final 30 credits at the University of Hartford.

By signing below you acknowledge that you have read and understand all policies and procedures.

Student Signature

Date

Transfer Course

University of Hartford Equivalent

Subject	Course #	Credit	Title	Subject	Course #	Credit	Title
Example CHEM	110	4	Intro to Chemistry	CH	110	4	College Chemistry

For Office Use Only

Signatures Required

College Evaluator

Transfer Department

Departmental (when required)