

# Guide to Transfer Credit

For current students seeking post-matriculation course credit from another US institution.  
**These guidelines do not apply to internships or Study Abroad coursework.**

It is best to start the transfer credit approval process about three months in advance of the intended semester (i.e. early March for summer terms).

The following is a guide to help you through the approval process. It should be used in conjunction with the information found in your *Courses of Study Bulletin* and the advice of your advisor and others involved in the approval process. The steps may overlap (for instance, you may need to submit an Application for Admission to the intended institution before course approval is verified), so read all of the information before proceeding.

**Read through the Enrollment Information and Academic Regulations sections in your *Courses of Study Bulletin***, paying particular attention to the sections relating to Transfer Credit, the Residency Requirement, and Repeating of Courses. Also read through the requirements for the Common Curriculum and your particular major(s) and minor(s) if you are planning to seek credits to fulfill any of those areas.

Note the following restrictions:

- Transfer credit must be approved **in advance**.
- Transfer credit will only be accepted from an accredited college or university.
- Only 18 transfer hours may be used to satisfy Common Curriculum Understandings.
- The last 30 hours towards the degree must be completed at Trinity; however, a waiver of up to 7 hours of transfer credit is generally approved automatically.
- Only grades of "C-" or higher will be accepted in transfer. Courses graded pass/fail are not transferable.
- **Failed courses must be repeated AT Trinity.**
- Transfer credits will affect hours earned and course requirements, but will NOT be calculated into the student's GPA. Transfer grades are denoted with an asterisk (\*).
- Quarter hours will be converted to semester hours using the following equation:  $QH/1.5=SH$ .

**Research the college or university you would like to attend** and obtain their course offerings and academic catalog. Find out when their semesters begin and end, admissions requirements, and registration schedule.

**Visit with your advisor** to go over your degree audit. They will help you determine what courses are appropriate for transfer and if you have the room on your audit. Bring the other school's list of course offerings, if available.

**Determine the specific courses** for which you would like to seek credit, plus a few alternates, in case your first choices are closed or cancelled.

**Complete a Transfer Credit Approval Form** (which is the 3<sup>rd</sup> page of this document), obtain the required attachments, and write your statement of justification.

- Complete ALL sections of the form: Student, advisor and institution information; credit hours completed; course number (i.e. HIST 1301), title, and hours; first and last day of class; and signature.
- Do NOT write anything in the "TU Equivalent," "Common Curriculum," and "Signature of Department Chair" fields, this is the responsibility of the Department Chair.
- Read the paragraph that begins "I understand. . ." carefully. If you have any questions, contact the Registrar's Office.
- The academic calendar and course descriptions may be printed from the school's website or photocopied from their academic catalog. If the course description does not give a clear indication of the breadth and content of the course, you may be asked to provide a syllabus.
- You may complete more than one form if you are seeking credit in more than one department or for more than three courses.

**Take the completed form(s) and ALL attachments to the appropriate Department Chair(s)/Program Director(s)** to seek their approval.

- The appropriate chair is the one who would oversee the course if taught at Trinity.

- Each academic department/program sets their own transfer credit guidelines, in addition to those printed in the COSB. Depending on the department or the course, the following may not be approved:
  - Courses from a community/two year college.
  - Courses completed via internet or correspondence.
  - Courses completed in a semester less than five (5) weeks in length.
  - Courses for which a student has not met the prerequisite.
  - Courses for which a student achieved a “D+” or lower grade at Trinity.
  - Courses that would not be reasonably taught at Trinity.
  - Courses that are to be taught at Trinity in the semester for which transfer credit is sought.
  - Courses for which credit is sought after a certain date.
- Chairs/directors are responsible for determining whether the course is a direct equivalent to a Trinity course, an elective, or is not eligible for credit.
  - If the TU course equivalent is on the approved Common Curriculum list, it will be used in the Understandings as needed.
  - If an equivalent meets a major or minor requirement, it will be applied as needed.
  - If the course is determined to be an elective, but meets the spirit of one of the Understandings, the chair must list on the approval form exactly which Understanding it is to be applied toward.
- **When you receive the form back, verify that the “TU Equivalent” and “Common Curriculum” fields have been completed, particularly if you are seeking credit for the class to fulfill a major, minor, or CC requirement.** If the chair has left those fields blank, the course will be posted as an elective.
- ***Modifying or forging information in the fields the department chair completes is considered a violation of the University’s standards of student conduct and will be subject to investigation and appropriate discipline. (See the Student Handbook.)***

If you are **seeking an exception to any policy** regarding transfer credit, contact the Associate Vice President for Curriculum and Student Issues, either in person or via email (your Trinity account).

**Bring the completed, approved form and ALL attachments to the Office of the Registrar.** Incomplete forms or forms presented without the attachments may not be accepted. Keep a copy for your records.

- Apply for admission at the other institution**, abiding by their deadlines and requirements.
- Students attending for one semester are generally admitted as “non-degree,” “visiting,” “special,” “transient,” or other such designation.
  - Transient students are generally required to submit an official transcript from their home institution (Trinity). Current students must request transcripts via TigerPAWs.

**Enroll in and successfully complete the approved courses.** Fulfill all obligations to the college/university regarding tuition and fee payments, admission documents, etc. An official transcript will not be issued if you are not in good standing.

Once grades are posted, **request an official transcript be mailed to Trinity** at the following address:

Office of the Registrar  
Trinity University  
One Trinity Place  
San Antonio, TX 78212

- Hand-carried transcripts are not considered official and will not be accepted.
- To comply with federal privacy laws, a written request is required in order to release a transcript.

Once the official transcript has been received in the Office of the Registrar, it will be matched with the Transfer Credit Approval Form. Provided the coursework has been approved and it meets all Academic Regulations, the course(s) will be posted to your official transcript and degree audit. You and your advisor will be notified by e-mail once the credit is posted or if there are any problems. **Allow up to three weeks during the busy season (late July through early September).**



**TRANSFER CREDIT APPROVAL FORM**

NAME: \_\_\_\_\_

ID: \_\_\_\_\_

Advisor Name: \_\_\_\_\_

Name of College or University you plan to attend: \_\_\_\_\_

Residency Requirement Check

Hrs completed: \_\_\_\_\_

Hrs completed at TU: \_\_\_\_\_

Hrs In Progress: \_\_\_\_\_

Are you a Senior? Y N

Total: \_\_\_\_\_

Year: \_\_\_\_\_ Term: Summer \_\_\_ Fall \_\_\_ Spring \_\_\_

**Directions to Student: Required Attachments**

- IMPORTANT: This form is not valid for approval of credit from non-U.S. colleges or Study Abroad programs.**
- Transfer credit must be approved in advance or credit may not be accepted. Transfer Credit Approval forms will not be reviewed without the required attachments.
- Obtain approval and signature of your academic advisor.
- Take this form and required attachments to the appropriate Department Chair for approval.
- Return the completed Transfer Credit Approval form, with the required attachments, to the Office of the Registrar.

- A copy of the transfer institution's academic calendar showing the dates the course or courses will be offered.
- A copy of the transfer institution's course description for each of the courses you wish to have approved for transfer.
- A brief statement explaining and justifying your Transfer Credit Approval request.
- A copy of your Trinity University transcript downloaded from TigerPAWS.

It is the student's responsibility to request an official transcript from the institution attended. It must be sent by mail directly to the Trinity University Office of the Registrar at the conclusion of the term. Approved transfer credit will be posted upon receipt.

**List Below The Courses For Which You Are Requesting Transfer Credit Approval:**

From Transfer Institution			To be completed by Department Chair		
Course Abbreviation and Number	Course Title	Credit Hours	Trinity University Equivalent	Common Curriculum	Signature of Department Chair

Give the exact first day of class: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Month Day Year

Give the exact last day of class: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Month Day Year

Note: Generally, classes less than five (5) weeks in duration will not be approved for transfer to Trinity University.

**Students: Read Carefully Before Signing!**

I understand that I must request an official transcript from the institution above to be sent by mail to the Office of the Registrar. I understand that hand carried transcripts will not be accepted. Further, I understand that 62 credits towards my degree must be taken at Trinity, that there are specific limitations on the number of credits that can be transferred during my final 30 hours, as well as limitations on the number of credits that can be taken outside of Trinity for my Common Curriculum requirements. I understand that any course failed at Trinity may not be retaken at another institution for credit or to satisfy a prerequisite. **I have read the relevant sections governing transfer credit in the Courses of Study Bulletin and understand that these regulations will be applied to me regardless of whether this form has been approved by the Department Chair and/or my Advisor.**

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Advisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Registrar use only: Date Transcript Received: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Credits Posted: \_\_\_\_\_ Posted by: \_\_\_\_\_