

# UNIVERSITY OF HARTFORD

## Permit for Transfer Credit

*The following form is used to ensure the approval and transfer of credits from another college or university to University of Hartford.*

*Failure to obtain approval may result in not receiving transfer credit.*

Date: \_\_\_\_\_ University ID: \_\_\_\_\_

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Cellular Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

School/College in which you are enrolled: \_\_\_\_\_ Major: \_\_\_\_\_

Institution you plan to attend\*: \_\_\_\_\_

\*You must complete a separate form for each institution you are considering

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

### Transfer Credit Policy and Procedures:

- It is the responsibility of the student to obtain the course descriptions from the institution and meet with or email their College Evaluator (**see reverse**) to have them approve the courses indicated below. Signatures are required as noted.
- A minimum grade of C- must be earned for the course to be eligible for transfer credit
- Only credits transfer, not grades. UofH GPA will not be affected. Pass/Fail courses do not transfer unless P= a grade indicated on the transcript.
- It is the responsibility of the student to have an OFFICIAL transcript forwarded to the University of Hartford's Office of Admission. Coursework cannot be a duplicate of coursework already completed or transferred from another institution.
- 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 their final 30 credits at the University of Hartford.
- Email or bring the completed approved form to the Office of Admission to be signed by a representative in the Transfer Department.

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

\_\_\_\_\_  
Student Signature Date

### Transfer Course

### University of Hartford Equivalent (For Office Use Only)

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 (see reverse)	_____ Transfer Department	_____ Departmental (when required)

# UNIVERSITY OF HARTFORD

<i>College/School</i>	<i>Contact</i>	<i>RM</i>	<i>Phone</i>	<i>Email</i>
College of Arts & Sciences	Emily Scott	H205	860-768-4138	<a href="mailto:emscott@hartford.edu">emscott@hartford.edu</a>
	Emily Flanagan	H204	860-768-4257	<a href="mailto:eflanagan@hartford.edu">eflanagan@hartford.edu</a>
Barney School of Business	Barney Services	A227		<a href="mailto:barneysvc@hartford.edu">barneysvc@hartford.edu</a>
College of Education, Nursing & Health Professions	Melissa Trinks	H210	860-768-5218	<a href="mailto:trinks@hartford.edu">trinks@hartford.edu</a>
College of Engineering, Technology & Architecture	Laurie Granstrand	UT209D	860-768-4858	<a href="mailto:granstran@hartford.edu">granstran@hartford.edu</a>
	Sue Aliberti	UT209D	860-768-5163	<a href="mailto:aliberti@hartford.edu">aliberti@hartford.edu</a>
Hartford Art School	Rose Blumenfeld		860-768-4158	<a href="mailto:rblumenfe@hartford.edu">rblumenfe@hartford.edu</a>
The Hartt School	Barbara Johnson		860-768-5977	<a href="mailto:christodo@hartford.edu">christodo@hartford.edu</a>
	Rose Blumenfeld		860-768-4158	<a href="mailto:rblumenfe@hartford.edu">rblumenfe@hartford.edu</a>
Hillyer College	Emily Scott	H205	860-768-4135	<a href="mailto:emscott@hartford.edu">emscott@hartford.edu</a>
UIS Office/Summer Programs	Sally Henowitz	CC201	860-768-4978	<a href="mailto:henowitz@hartford.edu">henowitz@hartford.edu</a>
University Studies	Kellie Westenfeld	CC234	860-768-4373	<a href="mailto:westenfel@hartford.edu">westenfel@hartford.edu</a>

If you have any questions about this procedure please contact The Office of Admission to speak with a Transfer Manager at 860-768-4021 or email [admission@hartford.edu](mailto:admission@hartford.edu).