Permit For Transfer Credits

The following procedures are to be followed in order to ensure 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 to speak with a Transfer Representative at 860.768.4021 or email: wimberger@hartford.edu.

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) Carefully read and fill out 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 by a Transfer Evaluator or your College 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 (see attached) and have them approve the courses indicated on the form. A College Evaluator’s signature is required; an additional departmental/advisor signature may also be needed as directed. 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 for approval and to be signed by a representative in the Transfer Department if it wasn’t done in step 3.

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
   Or email official electronic copy to: wimberger@hartford.edu

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.
UNIVERSITY OF HARTFORD

Permit For Transfer Credits

Date: __________

First Name: ______________________

Last Name: ______________________

Home Address: ______________________

Cellular Phone Number: __________

Email Address: ______________________

School/College in which you are enrolled: ______________________

Institution you plan to attend: ______________________

Major: ______________________

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. Only credits transfer - UofH GPA will not be affected.

✔ It is the responsibility of the student to have an OFFICIAL transcript forwarded to the Office of Admission. In addition, to seek proper approval 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

<table>
<thead>
<tr>
<th>Transfer Course</th>
<th>University of Hartford Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subject</td>
<td>Course #</td>
</tr>
<tr>
<td>Example CHEM</td>
<td>110</td>
</tr>
</tbody>
</table>

For Office Use Only

Signatures Required

_________________________                 _________________________                 _________________________

College Evaluator                 Transfer Department                 Departmental (when required)

(see attached)
<table>
<thead>
<tr>
<th>College/School</th>
<th>Contact</th>
<th>RM</th>
<th>Phone</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>College of Arts &amp; Science</td>
<td>Ryan Allen</td>
<td>H204</td>
<td>860-768-4257</td>
<td><a href="mailto:ryallen@hartford.edu">ryallen@hartford.edu</a></td>
</tr>
<tr>
<td></td>
<td>Emily Scott</td>
<td>H205</td>
<td>860-768-4135</td>
<td><a href="mailto:emscott@hartford.edu">emscott@hartford.edu</a></td>
</tr>
<tr>
<td>Barney School of Business</td>
<td>Eileen P. Johnson</td>
<td>A227E</td>
<td>860-768-4784</td>
<td><a href="mailto:eijohnson@hartford.edu">eijohnson@hartford.edu</a></td>
</tr>
<tr>
<td></td>
<td>Dawn Zumbroski</td>
<td>A227</td>
<td>860-768-5004</td>
<td><a href="mailto:zumbroski@hartford.edu">zumbroski@hartford.edu</a></td>
</tr>
<tr>
<td>College of Education, Nursing &amp; Health Professions</td>
<td>Melissa Trinks</td>
<td>H252C</td>
<td>860-768-5218</td>
<td><a href="mailto:trinks@hartford.edu">trinks@hartford.edu</a></td>
</tr>
<tr>
<td>College of Engineering, Technology &amp; Architecture</td>
<td>Laurie Granstrand</td>
<td>UT209D</td>
<td>860-768-4858</td>
<td><a href="mailto:granstran@hartford.edu">granstran@hartford.edu</a></td>
</tr>
<tr>
<td>(CETA)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hartford Art School</td>
<td>Mark Snyder</td>
<td>V101A</td>
<td>860-768-5740</td>
<td><a href="mailto:msnyder@hartford.edu">msnyder@hartford.edu</a></td>
</tr>
<tr>
<td>The Hartt School</td>
<td>Barbara Johnson</td>
<td>F210</td>
<td>860-768-5977</td>
<td><a href="mailto:christodo@hartford.edu">christodo@hartford.edu</a></td>
</tr>
<tr>
<td>Hillyer College</td>
<td>Frances Altvater</td>
<td>H114</td>
<td>860-768-5204</td>
<td><a href="mailto:Altvater@hartford.edu">Altvater@hartford.edu</a></td>
</tr>
<tr>
<td>AUC Office/Summer Programs</td>
<td>Sally Henowitz</td>
<td>CC201</td>
<td>860-768-4978</td>
<td><a href="mailto:henowitz@hartford.edu">henowitz@hartford.edu</a></td>
</tr>
</tbody>
</table>