

# UNIVERSITY OF HARTFORD

## 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](mailto: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](mailto: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.

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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. 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

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

<p><b>For Office Use Only</b></p> <p>_____</p> <p>College Evaluator (see attached)</p>	<p><b>Signatures Required</b></p> <p>_____</p> <p>Transfer Department</p>	<p>_____</p> <p>Departmental (when required)</p>
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<i>College/School</i>	<i>Contact</i>	<i>RM</i>	<i>Phone</i>	<i>E-mail</i>
<b>College of Arts &amp; Science</b>	Ryan Allen	H204	860-768-4857	<a href="mailto:ryallen@hartford.edu">ryallen@hartford.edu</a>
<b>Barney School of Business</b>	Deborah Kidder Amber Connelly	A227	860-768-4900	<a href="mailto:kidder@hartford.edu">kidder@hartford.edu</a> <a href="mailto:aconnelly@hartford.edu">aconnelly@hartford.edu</a>
<b>College of Education, Nursing &amp; Health Professions</b>	Katy Lather	<b>H252</b>	<b>860-768-5218</b>	<a href="mailto:lather@hartford.edu">lather@hartford.edu</a>
<b>College of Engineering, Technology &amp; Architecture (CETA)</b>	Evan Holliday Laurie Granstrand	UT209 UT209D	860-768-4836 860-768-4858	<a href="mailto:eholliday@hartford.edu">eholliday@hartford.edu</a> <a href="mailto:granstran@hartford.edu">granstran@hartford.edu</a>
<b>Hartford Art School</b>	Tom Bradley	V101A	860-768-4396	<a href="mailto:tbradley@hartford.edu">tbradley@hartford.edu</a>
<b>The Hartt School</b>	Lynn Wronker	F204	860-768-4458	<a href="mailto:wronker@hartford.edu">wronker@hartford.edu</a>
<b>Hillyer College</b>	Frances Altvater Carol Courtney	H114 H117	860-768-5204 860-768-5013	<a href="mailto:Altvater@hartford.edu">Altvater@hartford.edu</a> <a href="mailto:ccourtney@hartford.edu">ccourtney@hartford.edu</a>
<b>AUC Office/Summer Programs</b>	Sally Henowitz	CC201	860-768-4978	<a href="mailto:henowitz@hartford.edu">henowitz@hartford.edu</a>