

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: _____

Student Name: _____

Cell Phone Number: _____ University Email: _____@hartford.edu

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

Host Institution*: _____

*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.

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)

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 (All Majors, Except Psychology)	Margie Mathews	H204	860-768-4257	mamathews@hartford.edu
College of Arts & Sciences (Psychology & All Graduate Programs)	Lauren Szalkiewicz			szalkiewi@hartford.edu
Barney School of Business	Barney Services	A227		barneysvc@hartford.edu
College of Education, Nursing & Health Professions	Melissa Trinks		860-768-5218	trinks@hartford.edu
College of Engineering, Technology & Architecture	Laurie Granstrand	UT209D	860-768-4858	granstran@hartford.edu
	Sue Aliberti	UT209D	860-768-5163	aliberti@hartford.edu
Hartford Art School & The Hartt School	Donna Thompson		860-768-5740	dthompson@hartford.edu
Hillyer College	Lauren Szalkiewicz			szalkiewi@hartford.edu
UIS Office/Summer Programs	Sally Henowitz	CC201	860-768-4978	henowitz@hartford.edu
University Studies	Kellie Westenfeld	CC234	860-768-4373	westenfel@hartford.edu

If you have any questions about this procedure, please contact The Office of Admission to speak with Robin Hart, Associate Director of Admission, at 860-768-4559 or email rohart@hartford.edu.