

UNIVERSITY OF HARTFORD

Permit For Transfer Credit

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 Manager at 860.768.4021 or email: admission@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 your College Evaluator. In addition, you MUST complete a separate form for each institution you are considering.
- 3) Meet with or email 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) Email or bring the completed approved form to the Office of Admission 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 copy will be kept with the 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 an official electronic or hard copy of your transcript sent directly 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: admission@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

For Office Use Only	Signatures Required	
_____ College Evaluator (see attached)	_____ Transfer Department	_____ Departmental (when required)

UNIVERSITY OF HARTFORD

<i>College/School</i>	<i>Contact</i>	<i>RM</i>	<i>Phone</i>	<i>E-mail</i>
College of Arts & Science	Emily Scott	H205	860-768-4135	emscott@hartford.edu
	Emily (Em) Quinn	H204	860-768-4275	emquinn@hartford.edu
Barney School of Business	Dawn Zumbroski	A227	860-768-5004	zumbroski@hartford.edu
College of Education, Nursing & Health Professions	Melissa Trinks	H252C	860-768-5218	trinks@hartford.edu
College of Engineering, Technology & Architecture (CETA)	Laurie Granstrand	UT209D	860-768-4858	granstran@hartford.edu
Hartford Art School	Mark Snyder	V101A	860-768-5740	msnyder@hartford.edu
The Hartt School	Barbara Johnson	F210	860-768-5977	christodo@hartford.edu
Hillyer College	Frances Altvater	H114	860-768-5204	Altvater@hartford.edu
AUC Office/Summer Programs	Sally Henowitz	CC201	860-768-4978	henowitz@hartford.edu