

# KENYON COLLEGE Transfer Credit Pre-Approval Form

ID#: \_\_\_\_\_ NAME: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

MAJOR: \_\_\_\_\_ CLASS YEAR: \_\_\_\_\_

INSTITUTION NAME/LOCATION: \_\_\_\_\_ TERM ATTENDING: \_\_\_\_\_

**CRITERIA FOR ACCEPTANCE OF NON-OFF CAMPUS STUDY PROGRAM TRANSFER CREDIT:**

- Advance approval from the Registrar’s Office must be obtained before taking the course.
- The institution granting credit must be regionally accredited. You need to know the credit system of the institution you are attending. (e. g. semester hours/quarter hours). Contact the registrar at the institution for this information.
- The subject matter of the course is liberal arts in nature.
- Course(s) must be taken for a letter grade and the grade earned must be a C- or above.
- An official transcript must be sent directly to the Registrar’s Office at Kenyon within ONE YEAR of completion of the coursework.
- Ordinarily, credit is applied in the department in which the other institution offers the course. If there are any questions regarding how the credit should be applied, you will be asked to include course descriptions from the credit granting institution’s catalog.
- **If you are taking a course(s) to satisfy your second language proficiency requirement at Kenyon, you must obtain approval from the department chair of MLL before taking the course(s).** \_\_\_\_\_ (MLL department chair signature)
- Any course(s) you want to count towards your major requirements **must** be approved by the department chair.

Dept. and Course Number	Title of course	Credit type: Semester or quarter hours	Credit Amount	DEPARTMENT USE ONLY		
				Dept. chair approval for major. Fulfills what major requirement?	Equiv. course at Kenyon, if applicable	OFFICE USE ONLY Credit amount at Kenyon

Credit is transferred strictly on a pro-rata basis: 1 Kenyon unit is equal to 8 semester hours or 12 quarter hours of credit. A 4 semester hour course would transfer as .50 Kenyon units. A 4 quarter hour course would transfer as .33 Kenyon units. **Note:** Only the Registrar’s office determines whether the above criteria are met, the amount of credit transferable, and the diversification requirements that the course work may fulfill.

STUDENT’S SIGNATURE: \_\_\_\_\_

ADVISOR’S SIGNATURE: \_\_\_\_\_

REGISTRAR’S OFFICE APPROVAL: \_\_\_\_\_ Date of Approval: \_\_\_\_\_