

CLARK UNIVERSITY
 TRANSFER CREDIT APPROVAL FORM
USE BLUE OR BLACK INK PEN ONLY – NONERASEABLE

Undergraduate students who plan to register for courses at another college or university must file this form with the Transfer Committee (care Academic Advising) to ensure the acceptability of courses and credits at Clark University. **PLEASE MARK: REQUESTING ONLINE COURSE(S) APPROVAL: YES ___ NO ___**

Date: _____ Student Name: _____ I.D. #: _____ Major(s): _____

Clark Box #: _____ Phone Number: _____ Host College/University: _____ Semester(s) at host College/University: ___ Fall 20 ___

___ Spring 20 ___

You will be notified of the decision concerning your request by e-mail. Clark E-mail Address: _____ Summer 20 ___

1. List all courses you propose to take at your host college/university and attach a catalogue description for each course.
2. If you wish to have any courses evaluated for major credit, write “yes” in the column marked “MAJOR WAIVER Request” and first submit this form and the attached course descriptions to the Chair of your department for approval. Once evaluated by the Chair, submit the form AND attached descriptions to Academic Advising. (You must be a declared major to request a waiver.) It is your responsibility to obtain major waiver approval, if you wish to have it.
3. You will **not** receive transfer credit for a course for which you have already received credit. It is your obligation to observe this restriction. If you suspect that a course may be viewed as a duplicate of an earlier course, you must have this question resolved **before** taking the course.
4. If you wish to have any courses evaluated for a Program of Liberal Studies waiver, write in the column marked “PLS WAIVER Request” the requirement for which you believe each course should be considered (e.g. HP, VE, LP). Then submit this form with the attached descriptions to Academic Advising.
5. For any courses you wish to transfer, indicate the equivalent Clark course (Dept. and number) in the “CLARK EQUIVALENT” column. If there is no direct equivalent, indicate “None” in the “CLARK EQUIVALENT” column.
6. **Transfer credits for ONLINE courses from other colleges/universities are evaluated on a case by case basis. Course syllabi required for evaluation of online courses.**
7. Upon the completion of the course(s) at the host college/university, request to have an **OFFICIAL** copy of your transcript sent to the Registrar’s Office at: Clark University, 950 Main Street, Worcester, MA 01610.

I HAVE READ AND I UNDERSTAND THE CREDIT TRANSFER POLICY OF THE REVERSE SIDE OF THE FORM. Student’s Signature: _____

Course#	Course Title	MAJOR WAIVER		PLS WAIVER		CLARK EQUIVALENT Dept. #	Host College Credit	Clark Units (leave blank)
		Request	Approval	Request	Approval			
_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____

Major Department Evaluation : _____ (Chair) Date: _____ **ONLINE COURSE(S): YES ___ NO ___**
 PLS and Credit Evaluation : _____ (Academic Advising) Date: _____

FINAL CREDIT EVALUATION

Total Clark University units accepted on this transfer evaluation: _____ Units: _____ Notes: _____
 Posted to record by: _____ Date: _____ Copies: Registrar’s Office; Academic Advising; Student.

CLARK UNIVERSITY TRANSFER CREDIT POLICY – USE BLUE OR BLACK INK PEN ONLY – NONERASEABLE

The transfer of credit from another accredited college or university is generally allowed, providing the student will meet residency requirements and obtains prior written permission from Academic Advising.

- (1) Students who have matriculated without advanced standing for previous transfer credit may earn a maximum of 12.00 units of external credits. Transfer and advanced placement credits earned prior to matriculating at Clark can combine with external credits after matriculation to a total of 16.00 units.
- (2) Students who take a leave of absence to do course work at another institution may transfer no more than 4.00 units per semester or 8.00 units per academic year upon return to Clark.
- (3) Students must be enrolled full-time at Clark for both semesters of their senior year.
- (4) A maximum of 50% of major requirements may be fulfilled through external credits with permission of the department chairperson.

Non-Clark summer school credits are considered external credits and require prior, written permission from the Transfer Evaluation Committee. Summer school credit taken after matriculation at Clark is limited to 2.00 units per summer. While students are not limited in the total number of summer credits they may take over four years when making up deficiencies accumulated while enrolled at Clark University (e.g. W, WR, NC), only 4.00 units can be applied to acceleration toward graduation.

Transfer credits for online courses from other colleges/universities are evaluated on a case by case basis. Course syllabi required for evaluation of online courses.
PLEASE MARK: REQUESTING ONLINE COURSE(S) APPROVAL: YES ___ NO ___

All external courses require a grade of C or higher to transfer. Non-graded courses (Pass/Fail) may not transfer unless the student can provide official documentation that the grade earned was a C or higher. **Grades do not transfer; only credits transfer.**

THE TRANSFER PROCESS

The transfer process involves three important considerations:

- (1) The educational quality of the institution from which credit is to be transferred; the institution must have regional accreditation.
- (2) The comparability of the nature, content, and level of credit earned at the other institution to that offered at Clark.
- (3) The appropriateness and applicability of the credit earned to the programs offered at Clark, especially, in light of the student's major program.

The amount of credit transferred is not on a course-by-course basis, but by calculation of the equivalent semester hour value of the credit earned at the other institution (e.g. 1 Clark unit = 4 semester hours).

Conversion of transfer credit into Clark units is sometimes complicated by the varying types of credit awarded by other institutions (quarter hours, course credits, units or points) which differ from Clark units. In all cases, equivalency to semester hours must first be established so that the regular formula (4 semester hours = 1 unit) can be used. Students are encouraged to submit their transfer evaluation forms to the Transfer Evaluation Committee early so that they can be assured of the exact amount of credit to be awarded in transfer.