



SMITH COLLEGE

Office of the Registrar, College Hall 102

Transfer Credit Application

For Credit Abroad: Students seeking approval of credit for study outside of the U.S. need to submit their request via the [Smith International Travel Experience System \(SITES\)](#). Please contact the Lewis Global Studies Center for questions.

For Credit in the U.S.:

- 1) Review [transfer credit information and requirements on the Smith College registrar's office website](#).
- 2) Complete this form and email it to registrar@smith.edu with catalog description(s) of course(s) you are interested in taking. Course syllabi are required for online courses. See the registrar's office website for more detailed requirements for [online transfer credit](#).
- 3) The registrar's office will return the form within 2 weeks to let you know which courses are approved. **Do not register until you have confirmation that the course has been pre-approved.**
- 4) After you complete your course(s) have an official transcript sent from the institution you attended to the registrar's office to complete the transfer of credit.

Grades: Grades for transfer credit are not recorded on the Smith transcript. A grade of C or higher must be earned in order for a course to transfer. Students on academic probation must earn a B- or higher for a course to transfer.

Credits: Smith accepts the number of credits granted by another college or university unless the school is on a quarter system, in which case the credit is multiplied by two-thirds. Pre-approval of credits below does not guarantee credits awarded if they are different on the transcript.

Latin Honors: Students may request to have transfer courses apply toward the [Latin Honors distribution](#). A course may be used to cover only one field of knowledge. Email registrar@smith.edu with questions about Latin Honors.

Honor Code: Students are responsible for knowing and adhering to the Smith College Honor Code as well as any code of academic conduct at the institution(s) they choose to attend.

Date: _____ Class Year: _____ ID#: _____ email: _____

Name: _____ Major: _____

School to be attended: _____ Adviser: _____

Required summer credit by Academic Board? ___ Yes ___ No Online course? ___ Yes ___ No

*Syllabus required for online courses

Term: Fall Spring Summer Interterm Year: _____

Credits: Semester Credit Quarter Credit*

*quarter credit is equivalent of 2/3 of a semester credit

Dept. and Course No.	Title of Course	Credits	Pre-Approved <small>RO use only</small>

This form is only for approval of credit towards the degree. If courses are to be counted toward a major or minor, or as a prerequisite, you must consult with your adviser and/or the chair of the appropriate department/program at Smith College. It is your responsibility to ensure that these courses are acceptable for your major or minor, or as a prerequisite.

Course(s) noted above as pre-approved for degree credit will be added to your record pending receipt of an official transcript.

RO approval: _____ Date: _____