

COLLEGE OF ARTS AND SCIENCES

PRIOR TRANSFER APPROVAL FOR COURSES TAKEN AT ANOTHER INSTITUTION FREQUENTLY ASKED QUESTIONS

Do I need a summer course away from Quinnipiac University?

Many online courses are offered at Quinnipiac University during the summer. If you are interested in taking a summer course, check with your advisor to make sure the course you plan to take makes sense for your academic program and that you need the credits.

Do I need permission to take a summer course off campus?

Matriculated students are **not allowed** to take courses for credit at other institutions. However, if there is a **compelling reason**, students may, with prior permission, take a summer course at another college or university. Permission will **not** be granted if, during the same period:

- 1) the course is offered online at Quinnipiac or;
- 2) the same requirement can be fulfilled by a different course offered online at Quinnipiac.

Courses that are not pre-approved will **not** be accepted for transfer.

How many courses can I take off-campus?

If approved in advance, students may take a maximum of two courses off campus during their first 2-1/2 years at Quinnipiac. You must take your final 45 credits at Quinnipiac. If you have or will have completed 48 credits by the beginning of the summer session, you may not take courses for transfer at a community or junior college. (See university catalog for details.)

Will the credits transfer? Will the grade change my grade point average?

You must earn at minimum a grade of "C" to transfer the course to Quinnipiac. Note that grades from courses transferred from other institutions **DO NOT** transfer. If you failed a course at Quinnipiac, it is strongly recommended that you re-take the course at Quinnipiac because that will improve your GPA.

How do I request permission?

1. Check with your advisor to make sure the course you plan to take makes sense for your academic program and that you need the credits.
2. Complete the forms on pages 2 and 3 of this document.
3. Obtain a copy of the course description of the course you would like to take.
4. Send everything from steps 1-3 above to casdeans@quinnipiac.edu.
5. You will be notified via e-mail whether your request is approved.

Request for Permission to take a course at another institution

Please complete the following:

Name: _____ ID: _____

E-mail: _____ Cell #: _____

Major: _____ Minor: _____

Advisor's Name _____ Date of request _____

Written Narrative: Please briefly explain the compelling reason why you need to take a course away from Quinnipiac. You can include a separate document if needed.

Check list for eligibility per Quinnipiac policy

1. **Residency Requirement:**

At the time I take the course at another institution, I will not be within 45 credits of graduation

2. **Two-course maximum requirement**

This is my first course taken away from Quinnipiac **OR**

This is my second (and final) course taken away from Quinnipiac

3. **Community college limitation**

I am not requesting to take a course at a community college

I am requesting to take a course at a community college, and I will not have completed more than 48 credits at the time I take the course away from Quinnipiac.

4. **Course offering at Quinnipiac**

The specific course I am requesting is not offered online at Quinnipiac **OR**

The course I am requesting cannot be completed by another requirement offered online through QU

Student Signature _____

Prior Transfer Approval for Courses Taken at Another Institution

Student Name:		Student ID:	
Major:		Advisor Name:	

Matriculated students may transfer from another institution up to two courses to apply toward their Quinnipiac degree requirements. Prior approval is required. Approval is based on the availability of Quinnipiac courses and the appropriateness of each course in meeting the student's degree requirements. Students should consider courses offered through QU Online and on campus during either summer or winter intersession before applying for transfer approval.

IMPORTANT: Before applying for transfer credit approval consider the following:

- **Grades do not transfer: only credits transfer! The grade for a course taken at another institution will not improve your Quinnipiac GPA or replace a preexisting Quinnipiac course grade for the same course.**
- **Transfer credit from other institutions is granted only if the student achieves a grade of "C" or higher.**
- **Transfer credits will not be approved once the student is within 45 credits of graduation.**
- **The two course maximum excludes courses taken in Quinnipiac authorized Study Abroad programs.**

To successfully transfer credits from another institution, follow these steps:

1. Complete the information below and attach a copy of an official course description (s) from the other institution.
2. Submit this request with course descriptions and secure approval.
3. Achieve a "C" or better in the course taken at the other institution.
4. Arrange to have an official transcript sent to the Quinnipiac Registrar's Office.

_____ FA, SP, S1, S2, J
 Name of Institution offering course(s) to be transferred Semester course(s) to be taken (Circle one)

_____ _____
 Request #1: Other Institution's Course # & Title Request #2: Other Institution's Course # & Title

Student Signature		Date:	
To be completed by Advisor: _____ Variance Needed: <input type="checkbox"/> Yes* <input type="checkbox"/> No # of courses transferred Credits need to complete Since matriculation degree (include current semester)			*If "Yes", attach Variance Procedure Form and forward both forms to the Office of Academic Affairs.
_____	_____	_____	
Request #1: QU equivalent	Request #2: QU equivalent	Signature	Date

Will the course from the other institution fulfill a prerequisite for a Fall Course? No Yes,
 Course(s) _____

Dean's Office Signature		Date:	
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