Quinnipiac University

Prior Transfer Approval for Courses Taken at Another Institution

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. (Some students choose multiple courses in case one course is unavailable.)
2. Submit this request with course descriptions to your Dean or their designate 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.

Name of Institution offering course(s) to be transferred: __________________________

Semester course(s) to be taken: _____________________________________________

Request #1: Other Institution’s Course # & Title: ________________________________

Request #2: Other Institution’s Course # & Title: ________________________________

To be completed by Dean or designate:

<table>
<thead>
<tr>
<th># of courses transferred since matriculation</th>
<th>Credits needed to complete degree (include current semester)</th>
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<tbody>
<tr>
<td>Request #1: QU equivalent</td>
<td>Request #2: QU equivalent</td>
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Variance Needed: □ Yes □ No

If “Yes” attach Variance Procedure Form and forward both forms to the Office of Academic Affairs.
If “No” forward this form to the Registrar’s Office.

White-QU Registrar’s Office; yellow – Student’s copy; pink – Dean’s copy