

# UNIVERSITY OF HARTFORD

## Permit For Transfer Credit

The following procedures are to be followed in order to ensure the approval and transfer of credits from another college or university to the University of Hartford. Online/Distance Education courses are evaluated on a student by student basis. (Failure to obtain approval may result in not receiving transfer credit.)

If you have any questions about the procedure, please contact The Office of Admissions to speak with a Transfer Manager at 860.768.4021 or email: [admission@hartford.edu](mailto:admission@hartford.edu).

### **Transfer Credit Procedures:**

- 1) Obtain the course description from the institution. This generally is available at the institution's website and can be printed out. Note: We are **not requesting** the "Schedule of Courses" which may not include descriptions. Coursework cannot be a duplicate of coursework already completed at the University of Hartford or transferred from another institution.
- 2) Carefully read and fill out the attached "Permit for Transfer Credits" form. List all the courses which are being considered on the LEFT HAND SIDE only. The right hand side will be completed by your College Evaluator. In addition, you MUST complete a separate form for each institution you are considering.
- 3) Meet with or email your College Evaluator (**see attached**) and have them approve the courses indicated on the form. A College Evaluator's signature is required; an additional departmental/advisor signature may also be needed as directed. If you are unable to contact or are unsure of your College Evaluator please contact a Transfer Admission Representative at the Office of Admission.
- 4) Email or bring the completed approved form to the Office of Admission to be signed by a representative in the Transfer Department if it wasn't done in step 3.
- 5) The original will remain on file in the Office of Admission. A copy will be kept with the college evaluator and a third copy will be provided upon request.
- 6) Once you successfully complete the approved course work with a grade of C- or higher, you must request an official electronic or hard copy of your transcript sent directly from that institution be sent to the:

University of Hartford  
Office of Admission  
200 Bloomfield Avenue  
West Hartford, CT 06117  
Or email official electronic copy to: [admission@hartford.edu](mailto:admission@hartford.edu)

- 7) This transcript must be received before the end of the following semester in order to receive transfer credit. Please remember that only credits transfer, not grades and will not affect your UofH GPA.

# UNIVERSITY OF HARTFORD

## Permit For Transfer Credit

Date: \_\_\_\_\_ University ID: \_\_\_\_\_

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Cellular Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

School/College in which you are enrolled: \_\_\_\_\_ Major: \_\_\_\_\_

Institution you plan to attend: \_\_\_\_\_

Course(s) will be taken:  Fall  Winter  Spring  Summer Year: \_\_\_\_\_

**Transfer Credit Policy and Procedures:**

- ✓ A minimum grade of C- must be earned for the course to be eligible for transfer credit.
- ✓ Pass/Fail Courses do not transfer unless P = a grade indicated on the transcript. Only credits transfer - UofH GPA will not be affected.
- ✓ It is the responsibility of the student to have an OFFICIAL transcript forwarded to the Office of Admission. In addition, to seek proper approval to make certain that there is no duplication of credits previously earned.
- ✓ All transcripts must be received in the transfer office by the following semester.
- ✓ The Residence Requirement states that candidates for a Bachelor's/Associate's Degree are generally expected to complete at least the final 30 credits at the University of Hartford.

*By signing below you acknowledge that you have read and understand all policies and procedures.*

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

Transfer Course				University of Hartford Equivalent			
Subject	Course #	Credit	Title	Subject	Course #	Credit	Title
Example CHEM	110	4	Intro to Chemistry	CH	110	4	College Chemistry

<p><b>For Office Use Only</b></p>  <p>_____ College Evaluator (see attached)</p>	<p><b>Signatures Required</b></p>  <p>_____ Transfer Department</p>	<p>_____ Departmental (when required)</p>
--	---	---

# UNIVERSITY OF HARTFORD

<u>College/School</u>	<u>Contact</u>	<u>RM</u>	<u>Phone</u>	<u>E-mail</u>
<b>College of Arts &amp; Science</b>	Emily Scott	H205	860-768-4135	<a href="mailto:emscott@hartford.edu">emscott@hartford.edu</a>
	Emily (Em) Quinn	H204	860-768-4275	<a href="mailto:emquinn@hartford.edu">emquinn@hartford.edu</a>
<b>Barney School of Business</b>	Dawn Zumbroski	A227	860-768-5004	<a href="mailto:zumbroski@hartford.edu">zumbroski@hartford.edu</a>
<b>College of Education, Nursing &amp; Health Professions</b>	Melissa Trinks	H252C	860-768-5218	<a href="mailto:trinks@hartford.edu">trinks@hartford.edu</a>
<b>College of Engineering, Technology &amp; Architecture (CETA)</b>	Laurie Granstrand	UT209D	860-768-4858	<a href="mailto:granstran@hartford.edu">granstran@hartford.edu</a>
<b>Hartford Art School</b>	Mark Snyder	V101A	860-768-5740	<a href="mailto:msnyder@hartford.edu">msnyder@hartford.edu</a>
<b>The Hartt School</b>	Barbara Johnson	F210	860-768-5977	<a href="mailto:christodo@hartford.edu">christodo@hartford.edu</a>
<b>Hillyer College</b>	Frances Altvater	H114	860-768-5204	<a href="mailto:Altvater@hartford.edu">Altvater@hartford.edu</a>
<b>AUC Office/Summer Programs</b>	Sally Henowitz	CC201	860-768-4978	<a href="mailto:henowitz@hartford.edu">henowitz@hartford.edu</a>