

**UNDERGRADUATE EDUCATION
TUFTS UNIVERSITY**

TRANSFER OF CREDIT: PETITION FOR APPROVAL FOR UNDERGRADUATES

NAME _____ ID# _____ LOCAL PHONE _____ DATE _____

LOCAL ADDRESS _____ PERMANENT PHONE _____ (area code)

COLLEGE: LA _____ EN _____ CLASS _____ MAJOR _____ DATE COURSES TAKEN: FALL _____ SPRING _____ Summer _____
YEAR YEAR YEAR

COLLEGE	CAT. NO. & DEPT.	COURSE TITLE	DEPARTMENTAL APPROVAL (signature of Transfer of Credit Representative)	PLEASE PRINT NAME (Transfer of Credit Representative)	APPROVING DEPARTMENT	TUFTS EQUIVALENT, if there is one	COMMENTS (Registrar determines amount of credit)

No community or junior college credits after matriculation

Approval for transfer credit is a two-step process. The departmental transfer of credit representative approves the course content; however, the university approves the institution in order to maintain a university-wide standard.

If you need approval for an accepted course to count toward a culture option, distribution requirement, or world civilization, see the chair of the appropriate committee.

If an accepted course is designated as a Tufts equivalent, it will count toward the same culture or distribution area without further approval needed.

I have read the policies and procedures and apply for transfer of credit under the conditions outlined on the subsequent pages.

I have previously transferred _____ credit (s) from colleges other than Tufts.

Student's Signature _____ Date _____

TO THE STUDENT: Once this form has been completed with department signautres, it should be returned to Student Services via mail, fax, email, or in person.

Student Services
Attn: Transfer of Credit
419 Boston Ave
Medford, MA 02155

Fax: 617-627-4691
Email: studentservices@tufts.edu
Phone: 617-627-2000

Transfer of Credit for Policies for Undergraduates

If you taking a semester off from Tufts, be sure to file for a leave of absence through SIS, in consultation with your advisor and your Academic Alpha Dean. For study abroad, complete the leave in consultation with academic advisor only.

It is best to have the courses approved before you take them.

PROCEDURES FOR STUDENTS

1. Seek approval

Complete the transfer of credit request through SIS or on paper, making sure to enter the course title, department, and number and the URL of the course description from the catalogue of the college you will be attending. If undecided among several courses, obtain approvals for all of them in advance.

Please note: The department transfer of credit approver is only approving course content and noting the Tufts course equivalent; all transfer of credit policies are enforced by the Registrar's office at the time the credits are posted.

2. Have official transcript sent

After courses are completed with a grade of C- or better, have an official transcript sent directly to Student Services in Dowling Hall at 419 Boston Avenue Medford, MA 02155; electronic transcripts can be sent to studentservices@tufts.edu. The grades themselves are not entered on your Tufts transcript and do not affect your Tufts GPA. These courses are not counted as pass/fail.

3. Posting (Completed by the Registrar's office)

Once the request for transfer of credit has been approved and the official transcript has been received, the Registrar's office will post your transfer of credit, pending the posting complies with Tufts policies.

POLICIES

After matriculation into Tufts, only courses taken at an accredited, four-year college or university will be accepted for transfer. Engineering students may transfer courses only from institutions with accredited engineering programs in those disciplines.

Liberal Arts students may transfer a total of 17 credits to their Tufts degree; Engineering students may transfer a total of 19.

Where semester hours are used, one 3- or 4-semester-hour course equals one Tufts credit and one 2-semester hour course equals one-half Tufts credit. One 1-semester- hour course will not transfer into Tufts. Where quarter hours are used, one Tufts credit equals 5.25 quarter hours.

You must earn at least three Tufts credits to count a semester away as one of the eight semesters of full-time study needed for graduation.

No more than three credits earned in one summer, or a total of five credits from summer schools other than Tufts, may be transferred. They may not be used toward the eight-semester requirement.

No on-line, correspondence, or distance-learning courses will be transferred for Tufts credit. No internships will be transferred for Tufts credit. No performance courses in dance or music will be transferred for Tufts credit.

Transfer credit toward the Tufts degree from a study abroad program or foreign university will be accepted only from students in good academic and disciplinary standing at the time of the enrollment in the foreign program.

Courses taken at two-year colleges (community colleges) BEFORE a student matriculates into Tufts are acceptable for transfer.

Transfer of Credit Representatives determine the acceptability of the course content; the Registrar's office determines the amount of credit the student will receive for the course.

THE FOLLOWING INFORMATION IS FOR LIBERAL ARTS UNDERGRADUATES ONLY

APPROVAL POLICIES FOR CULTURE, DISTRIBUTION, WORLD CIVILIZATION

1. If there is a Tufts equivalent:

If an approved course is designated as a Tufts equivalent, it will count toward the same culture and/or distribution area WITHOUT the need for further approval or petition. To confirm if the course will meet the world civilization requirement, review the course catalog in SIS.

2. If there is no Tufts equivalent:

If an approved course does not have a Tufts equivalent, it will fulfill the distribution requirement if it meets BOTH the conditions below. If both conditions are met, no petition should be submitted to the Academic Review Board.

- The approving department or program is in the appropriate distribution area.
- That department/program's Transfer of Credit Representative approves the course specifically in the appropriate place of the transfer request.

3. If you need to petition:

If 1 & 2 do not apply, the Petition for Distribution/Culture/World Civilization Credit can be accessed at <http://students.tufts.edu/registrar> ; click on Student Forms on the top navigation. The completed

petition and supporting materials should be submitted to the appropriate faculty member listed on the petition.

PROCEDURES FOR TRANSFER OF CREDIT REPRESENTATIVES

Having received an e-mail message or a paper request form that a course has been submitted for your approval, log onto SIS or complete the paper request form using the guidelines below.

Please make your decisions in accord with the policies listed above. It is the responsibility of the student to provide you with additional materials, if necessary (a syllabus, textbook, assignments, or website information).

Determine whether the course is acceptable for Tufts credit. Transfer of Credit Representatives determine the acceptability of the course content; the Registrar's office determines the amount of credit the student will receive.

If you cannot designate the Tufts equivalent, refer the student to another department or program. If you cannot designate the distribution area, tell the student to submit a Petition for Distribution Credit to the Academic Review Board, which the student can access at <http://students.tufts.edu/registrar/student-forms>.

Courses taken at two-year colleges (community colleges) BEFORE a student matriculates into Tufts are acceptable for transfer.