



OFFICE OF THE REGISTRAR

DEPARTMENT APPROVAL FOR COURSES AT ACCREDITED INSTITUTIONS OTHER THAN F&M
(NOT TO BE USED FOR STUDY ABROAD COURSES/COURSES TAKEN OUTSIDE THE U.S.)

Student Last Name First Middle

Student ID Number Date

Home Address

Host Institution Name

Host Mailing Address

In what country will courses be taught?

Semester/Year course will be taken (e.g. Summer 2008)

COURSES AUTHORIZED (List information from catalog of host institution)

Dept. Course # Course Title Amount of Credit
ATTACH COURSE DESCRIPTION(S) (indicate semesters, quarters, or other)

1.

2.

To substitute for the following Franklin & Marshall courses:

Note: If a course is not equivalent to a specific F&M course, indicate either "Elective" (course will be given departmental designation, e.g. ENG__).

Requirement Satisfied
(Dist., Non-Western, major, minor)

1.

2.

Have you previously taken any other courses at institutions other than F&M? Yes No

Is this course an on-line course (this is for informational purposes only)? Yes No

Have you taken a similar course at F&M? Yes No If yes, you must obtain permission of the Committee on Academic Status to receive transfer credit. Please read the "Repeating A Course" policy on the reverse side!

I understand the policy as outlined on the reverse side. I also understand that if I receive F&M credit for a specific course that was taken elsewhere, then that course may not be retaken at F&M.

Student's Signature

Department Chairperson signature department

Associate Registrar's Signature

NUMBER OF F&M COURSE CREDITS TO BE GRANTED: (see reverse)

Please return this authorization promptly to the Office of the Registrar. Permission is void if student does not continue to be in good academic standing at F&M. rev. 10/08

POLICIES REGARDING TRANSFER OF COURSES TAKEN AT ACCREDITED INSTITUTIONS OTHER THAN FRANKLIN & MARSHALL

No credit may be transferred for courses taken during a semester in which the student is enrolled at Franklin & Marshall.

Transfer of credit is only considered for courses which are completed at institutions which are accredited by one of the regional accrediting commissions or by a recognized accrediting agency for that discipline. Transfer of credit requires approval of the appropriate department chairperson at Franklin & Marshall **before the course is taken**. Before approving any course, the chairperson will probably want to see a copy of the catalog from the institution the student plans to attend. The chairperson will authorize the student to take one or more specifically approved courses and will indicate for what courses in the Franklin & Marshall curriculum those courses will be substitutes.

Transfer of credit requires that an official transcript be sent directly from the host institution's Registrar to Franklin & Marshall's Registrar Office, P.O. Box 3003, Lancaster, PA 17604-3003. **The Registrar's Office will not accept an official transcript from the student.**

CREDIT

The College grants transfer credit for work successfully completed elsewhere only on the basis of the following equation:

Franklin & Marshall course credits =
number of semester hours divided by four OR
number of quarter hours divided by six (to the nearest 0.25, minimum: 0.25)

By this formula, the following equivalencies can be made:

1 semester hour = 0.25 course credit	1 quarter hour = no credit
2 semester hours = 0.5 course credit	2 quarter hours = 0.25 course credit
3 semester hours = 0.75 course credit	3 quarter hours = 0.5 course credit
4 semester hours = 1 course credit	4 quarter hours = 0.75 course credit
	5 quarter hours = 0.75 course credit
	6 quarter hours = 1 course credit

It is important to note that while the department chairperson determines what course a student can take to transfer credit, and what specific course requirement at Franklin & Marshall will be met through taking the course (major, minor or elective), the chairperson cannot authorize a student to transfer credit according to any formula other than that explained above.

GRADES

1. In order to receive transfer credit, a grade of D- or better must be earned.
2. All courses must be taken for a regular grade (no P/NP).
3. Actual grades will be entered on to the F&M transcript, but will not be calculated into the F&M cumulative grade point average. The only exceptions are courses taken at a Central Pennsylvania Consortium institution or the Lancaster Theological Seminary or Millersville University through the exchange agreements; these grades will be calculated into the F&M cumulative grade point average.

REPEATING A COURSE

Courses originally taken at F&M with a grade of NP, F, D-, D, or D+ **may only be repeated at F&M**. Students may petition the Committee on Academic Status (CAS) for exceptions to this policy. With CAS permission, the following policy applies:

- The original earned grade for the F&M course remains on the student's F&M transcript and continues to be calculated into the F&M grade point average.
- If the student earned a grade of D-, D, or D+ for the F&M course, the course taken elsewhere is noted on the student's F&M transcript with a notation "Course repeated - No credit" since credit was already earned through the F&M course. The F&M grade continues to be calculated into the F&M GPA.
- If the student failed the F&M course, the course taken elsewhere is noted on the student's F&M transcript with a notation "Course repeated" and credit is awarded on the same basis as all transfer credit. The F&M grade continues to be calculated into the F&M GPA.
- If the student earned a grade of C- or better for the F&M course, the course taken elsewhere will not be entered on the student's F&M transcript (see "Repeat of a Course" policy in *The Catalog*).

NOTE: If F&M credit is received for a specific course that was taken elsewhere, then that course may not be retaken at F&M.