



Office of the Registrar
 300 Washington Avenue • Chestertown, MD 21620
 PHONE 410-778-7299 • FAX 410-810-7159
 EMAIL registrar@washcoll.edu
 WEB registrar.washcoll.edu

TRANSFER CREDIT REQUEST FORM

Undergraduate students may use this form to obtain departmental and faculty advisor's pre-approval for the transfer of college-level credits taken at an outside institution. In general, Washington College only accepts transfer credits taken at a regionally accredited university or college. Coursework must have been completed on a letter grade basis and will have earned a grade of at least "C-" to be eligible for transfer. Courses taken on a Pass/Fail basis or those that are older than seven years may be ineligible. The acceptance of transfer credit equivalency for online or hybrid courses is at the discretion of the department chair.

Instructions:

1. Review the course description and/or syllabus of the outside course(s) with your faculty advisor. If the outside institution requests a "letter of good standing" or proof that this coursework will transfer, complete and submit the **Enrollment Verification Request Form** to the Registrar's Office.
2. Complete the top half of this form, including the Washington College subject and catalog number to which the outside course will be equivalent. Leave the course number blank if unknown; the department chair can also fill this in.
3. After obtaining your faculty advisor's signature in the appropriate space, bring this form to the relevant department chair(s) for additional required signatures.
4. After completing the outside course, request that an **official transcript** of your studies be sent directly to the Registrar's Office at the address above. Upon receipt of this transcript, you will be notified of the successful transfer of these credits via email. **Courses not pre-approved may be ineligible for transfer.**

Last Name	First Name	MI	Washington College ID#
			/ /
Degree Program / Major	Anticipated Grad Term	Current Class Year	Date of Birth (mm/dd/yy)
Email Address	Telephone Number	Campus Box #	

Name and Location of Outside Institution	Semester and Year

Outside Institution Information		Washington College Information	
Course number and full title	Credits	Equivalent course number	Signature of Department Chair

Will any of the above listed courses be taken **online** or in a **hybrid online** format? Yes No
If yes, place an asterisk next to these courses PRIOR to seeking approval from the department chair(s).

Faculty Advisor Signature	Date
Student Signature	Date

FOR OFFICE USE ONLY		
Date received: _____	<input type="checkbox"/> Transcript Received	Completed: _____