

**UNION COLLEGE**  
**Office of the Registrar**  
**Silliman Hall**  
**Schenectady, NY 12308**

**PROCEDURE FOR REQUESTING TRANSFER CREDIT**

Please refer to the **Transfer Credit Policy** for specific conditions.

Students who wish to receive credit for academic work taken at other colleges or universities following matriculation at Union must take the following steps:

1. Obtain a copy of the course description and provide it to the chairperson of the appropriate Union College academic department. Some departments may require additional documentation, in which case you may need to provide a copy of the syllabus or a statement from the instructor or department chair of the host institution describing the course content and requirements. Obtain the chairperson's signature on the **appropriate form**. Attach a copy of the course description, number and type of credit hours.
2. Obtain the approval and signature of the Dean of Studies.
3. Return the signed form to the Office of the Registrar in Silliman Hall. Be sure to keep a copy of the form for any future reference.
4. Have an **official** transcript mailed directly to the Office of the Registrar at the above address upon completion of the course work. A grade slip is unacceptable proof of course completion.
5. Repetition of course work for which credit has already been granted will not be permitted. Check with your advisor if there are any questions regarding your program requirements.
6. Students with 18 or more course credits towards graduation may not receive credit for courses taken at a two-year college unless specifically approved by the Dean of Studies.

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Union College course units are valued at 3.33 semester hours or 5.0 quarter hours. Union awards transfer credit according to the **conversion** chart. (NO EXCEPTIONS) Upon receipt of an official transcript, the Registrar will determine the total amount of credit awarded. A minimum grade of "C" is required in order to obtain academic credit.

Grades received for academic course work taken at other institutions do not appear on your Union transcript. Furthermore, they are not calculated into a student's overall cumulative index, nor in the index for courses taken in fulfillment of the requirements for a major.

Since the availability of summer school courses often depends on the number of students registering, a course may be cancelled at the last minute for lack of sufficient registration. It would be wise, therefore, to have approval for an additional course in case your first choice is not offered.

## CONVERSION CHART

Union College course units will be awarded as follows for academic work taken at an accredited college and subsequently accepted for transfer at Union:

Credits Earned Elsewhere	Union College
<u>Semester Credit Hours*</u> <u>Quarter Credit Hours*</u>	<u>Course Units</u>
less than 3.....less than 5.....	0
3-5.....5-9.....	1
6-8.....10-14.....	2
9-13 .....15-19.....	3
14-16 .....20-24.....	4
17-19.....25-29.....	5
20-22.....30-34.....	6
23-26 .....35-39.....	7
27-29.....40-44.....	8
30-32.....45-49.....	9

**PLEASE NOTE:**

\*Semester/Quarter credit hours reflect the number of academic credits awarded upon completion of the course not the number of class contact hours.

**Union College  
Office of the Registrar  
Silliman Hall**

**REQUEST FOR TRANSFER CREDIT**

Date \_\_\_\_\_

Student Name \_\_\_\_\_ Graduation Year \_\_\_\_\_

Requests permission to take the following course (s) for credit at \_\_\_\_\_

\_\_\_\_\_ during the \_\_\_\_\_ term of \_\_\_\_\_

Repetition of work for which credit has already been granted will not be permitted. Final determination of transfer credit will be determined by the Registrar upon receipt of an official transcript.

**Students with 18 credits towards graduation may NOT receive credit for course work taken at a two-year college unless approved by the Dean of Studies.**

<u>PROPOSED COURSE</u>	<u>*NO. OF CREDIT HOURS</u>	<u>UNION COLLEGE EQUIV. COURSE</u>	<u>SIGNATURE OF DEPT. CHAIRPERSON</u>
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Dept./No.	Dept./No.
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Dept./No.	Dept./No.
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Dept./No.	Dept./No.
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Dept./No.	Dept./No.
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Dean of Studies

\*Please indicate type: semester "S" or quarter "Q" hours.

**PLEASE RETURN THIS COMPLETED FORM TO THE REGISTRAR'S OFFICE  
PRIOR TO TAKING THE COURSE (S). FAILURE TO DO SO MAY RESULT IN A  
LOSS OF TRANSFER CREDIT.**