

REQUEST FOR TRANSFER CREDIT

Office of the Registrar
REED COLLEGE

Name: _____ Reed ID: _____ Box: _____ Major: _____
 Address & Phone: _____ Year at Reed: _____
 Transfer School: _____ City/State: _____ Term/Yr Taken: _____

"Work completed at other regionally accredited colleges or universities in courses that are not vocational, technical, or experiential in nature shall be allowed credit by the Registrar with reference to general standards established by the American Association of Collegiate Registrars and Admissions Officers. **Generally, credit will not be granted in excess of the credit granted for similar courses at Reed.** Transfer credit will not be allowed for work below the level of C-. Work that substantially duplicates courses taken at Reed cannot be given credit." -- **Faculty Code I-B-4**

Instructions: List all courses in which you plan to enroll or which you have completed. Indicate the number of credits for each course and whether the credits are quarter or semester credits. If you wish to use a transfer course for a requirement, **indicate the specific group (A-D, X), major or division requirement** in the "Apply to Req." column, and the equivalent Reed course in that column (if applicable). Have the chairperson of the comparable Reed department sign to indicate approval of the transfer credit and its applicability to requirements or Reed course equivalency. **Courses taken on a Credit/No Credit basis cannot be used for requirements.**

Concurrent Registration: Students may take courses outside the College during the academic year, provided that equivalent courses are not being offered at Reed that year and the **courses have been approved before the work is undertaken.**

COURSE NO. AND TITLE	CREDITS (Qtr, Sem, Units, Hrs) (specify)	APPLY TO REQ. (Gp/Div/Maj)	EQUIV. REED COURSE (if applicable)	DEPT. CHAIR SIGNATURE
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

ONE REED UNIT IS EQUIVALENT TO FOUR SEMESTER CREDITS OR SIX QUARTER CREDITS.

Adviser Approval: _____ Date: _____
 Administration Committee (FR/SO): _____ Date: _____
 Major Division Approval (JR/SR): _____ Date: _____

I understand that credit will be allowed for work in which I earn a grade of C- or better. This work may not substantially duplicate courses taken at Reed or elsewhere, and transfer credit grades cannot be used to replace grades in Reed coursework. Transfer credit grades do not affect the Reed GPA reported on an official Reed transcript. I understand that I must request an **official academic transcript** be sent to Reed from the school. The number of Reed units will be determined once an official academic transcript has been received in the Office of the Registrar.

Student Signature: _____ Date: _____

Transfer credit recorded: _____ Student notified: _____
 Units transferred: _____ NM/BB 08/10