

# TRANSFER CREDIT & COURSE SUBSTITUTION FORM

(See reverse for instructions and transfer policies)

Student Name: \_\_\_\_\_ ID Number: \_\_\_\_\_ Email: \_\_\_\_\_ Graduation Year: \_\_\_\_  
Major(s): \_\_\_\_\_ Focus: \_\_\_\_\_ Minor(s): \_\_\_\_\_ Concentration: \_\_\_\_\_

| TRANSFER CREDIT (DO NOT complete this section for study abroad coursework completed during the Fall or Spring semesters. See below.) |                |                        |                      |         |      |              |       |       |      |                                                   |
|--------------------------------------------------------------------------------------------------------------------------------------|----------------|------------------------|----------------------|---------|------|--------------|-------|-------|------|---------------------------------------------------|
| Transfer Institution                                                                                                                 | Online?<br>Y/N | Term/Year<br>Completed | Subject/<br>Course # | # Units |      | Course Title | MAJOR | MINOR | CORE | Equivalent Oxy course<br>or requirement satisfied |
|                                                                                                                                      |                |                        |                      | Qtr.    | Sem. |              |       |       |      |                                                   |
|                                                                                                                                      |                |                        |                      |         |      |              |       |       |      |                                                   |
|                                                                                                                                      |                |                        |                      |         |      |              |       |       |      |                                                   |
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|                                                                                                                                      |                |                        |                      |         |      |              |       |       |      |                                                   |

Is this for a Summer/Winter Study Abroad program? ☐ Yes ☐ No

\*\*If yes, you MUST submit this form the International Programs Office no later than May 1<sup>st</sup> (summer), Nov. 1<sup>st</sup> (winter) IPO approval: \_\_\_\_\_

| COURSE SUBSTITUTION / STUDY ABROAD |                                                                                                                          |       |                                                                                   |                       |
|------------------------------------|--------------------------------------------------------------------------------------------------------------------------|-------|-----------------------------------------------------------------------------------|-----------------------|
| Major/Minor                        | Requirement<br>Be specific – list the major, minor, core requirement as stated in catalog that will<br>experience change | Units | Substituted Oxy Course<br>(subject/course # as it appears on your Oxy transcript) | Dept. Chair Signature |
| Example: Biology Major             | Cell & Molecular Biology                                                                                                 | 4     | ABAU 305                                                                          |                       |
|                                    |                                                                                                                          |       |                                                                                   |                       |
|                                    |                                                                                                                          |       |                                                                                   |                       |
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|                                    |                                                                                                                          |       |                                                                                   |                       |
|                                    |                                                                                                                          |       |                                                                                   |                       |

**My signature below confirms I have read and understood the policies listed on the reverse side of this form.**

➤ Student Signature \_\_\_\_\_ Date: \_\_\_\_\_

➤ Adviser Signature \_\_\_\_\_ Date: \_\_\_\_\_

➤ Core Dept. Signature (if applicable) \_\_\_\_\_ Date: \_\_\_\_\_

Registrar: ☐ Approved ☐ Denied Signature: \_\_\_\_\_ Date: \_\_\_\_\_

➤ Comments: \_\_\_\_\_

# INSTRUCTIONS & TRANSFER POLICIES

## **TRANSFER UNITS—authorize the use of transfer units towards Oxy degree.**

Students must obtain approval to transfer credit BEFORE taking a course at another institution. Transfer courses will not be applied to your record until an official transcript has been received.

## **TRANSFER POLICIES**

1. Students must petition to transfer credit prior to taking a course elsewhere and must obtain approval from academic advisor, appropriate department chair, and Core department chair (if core credit is desired).
2. Occidental will only accept transfer credit from a college or university accredited by Higher Learning Commission (HLC), Middle States Commission on Higher Education (MSCHE), New England Commission of Higher Education (NECHE), Northwest Commission on Colleges and Universities (NWCCU), Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), and Western Association of Schools and Colleges (WASC, WSCUC, ACCJC) at the time of attendance.
3. Transfer courses taken by current students during the fall or spring semester cannot be courses that are currently offered at Occidental and cannot be used to satisfy a Core requirement. Students desiring to take courses at another institution while attending Oxy cannot exceed the maximum allowable units per semester (normally 18, or 20 if the student's GPA is 3.0 or better).
4. Quarter units are multiplied by .66 to equal semester units. A transfer course worth 3 semester units may satisfy a major/minor/Core requirement.
5. Courses taken on a non-Oxy approved study abroad program during the fall or spring semester will not be accepted, nor will study abroad courses taken while on a leave.
6. A minimum grade of "C-" or better is required to receive transfer credit. Transfer course title and grade do not appear on the Oxy transcript and transfer courses do not calculate into the Occidental GPA. Only the institution name and total units transferred appear.
7. Students must request an official transcript to be sent directly to the Occidental Registrar's Office when the course is completed.
8. Students will not receive transfer credit for a course that they received credit for at Oxy.
9. Courses graded Credit/No Credit or Pass/Fail cannot count for major, minor or core requirement. Courses used to satisfy major, minor or core requirements must receive a letter grade.

## **SUBSTITUTE a required major/minor course with a different Oxy course or elective.**

A substitution is used when a student is granted permission by the department to substitute a course or requirement with a course that is not expressly noted in the college catalog.

### Example:

A student is required to take three elective courses within their major department, but is approved to take a course outside of the department (ie. Substitute one HIST elective with RELS 242), or a student takes a lower level course in place of an upper division requirement (ie. Substitute 300-level HIST course with HIST 295).

## **STUDY ABROAD COURSES**

Courses taken while abroad during a regular semester (Fall & Spring) are considered Oxy courses. Applying any of these courses to a major, minor, or core requirement is a Course Substitution.

Occidental College does not offer a formal summer session, therefore any courses taken during the summer are considered transfer credit.