

# UNIVERSITY OF HARTFORD

## Permit for Transfer Credit

*The following form is used to ensure the approval and transfer of credits from another college or university to University of Hartford.*

*Failure to obtain approval may result in not receiving transfer credit.*

Date: \_\_\_\_\_ University ID: \_\_\_\_\_

Student Name: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_ University Email: \_\_\_\_\_@hartford.edu

College/School in which you are enrolled: \_\_\_\_\_ Major: \_\_\_\_\_

Host Institution\*: \_\_\_\_\_

\*You must complete a separate form for each institution you are considering

Course(s) will be taken:  Fall  Winter  Spring  Summer Year: \_\_\_\_\_

### Transfer Credit Policy and Procedures:

- It is the responsibility of the student to obtain the course descriptions from the institution and meet with or email their College Evaluator (**see reverse**) to have them approve the courses indicated below. Signatures are required as noted.
- A minimum grade of C- must be earned for the course to be eligible for transfer credit
- Only credits transfer, not grades. UofH GPA will not be affected. Pass/Fail courses do not transfer unless P= a grade indicated on the transcript.
- It is the responsibility of the student to have an OFFICIAL transcript forwarded to the University of Hartford's Office of Admission. Coursework cannot be a duplicate of coursework already completed or transferred from another institution.
- All transcripts must be received in the transfer office by the following semester.
- The Residence Requirement states that candidates for a Bachelor's/Associate's Degree are generally expected to complete at least their final 30 credits at the University of Hartford.

*By signing below you acknowledge that you have read and understand all policies and procedures.*

\_\_\_\_\_  
Student Signature Date

### Transfer Course

### University of Hartford Equivalent (For Office Use Only)

Subject	Course #	Credit	Title	Subject	Course #	Credit	Title
Example CHEM	110	4	Intro to Chemistry	CH	110	4	College Chemistry

### For Office Use Only, Signatures Required

\_\_\_\_\_  
College Evaluator (see reverse)

\_\_\_\_\_  
Departmental (when required)

# UNIVERSITY OF HARTFORD

<i>College/School</i>	<i>Contact</i>	<i>RM</i>	<i>Phone</i>	<i>Email</i>
College of Arts & Sciences (All Majors, Except Psychology)	Margie Mathews	H204	860-768-4257	<a href="mailto:mamathews@hartford.edu">mamathews@hartford.edu</a>
College of Arts & Sciences (Psychology & All Graduate Programs)	Lauren Szalkiewicz			<a href="mailto:szalkiewi@hartford.edu">szalkiewi@hartford.edu</a>
Barney School of Business	Barney Services	A227		<a href="mailto:barneysvc@hartford.edu">barneysvc@hartford.edu</a>
College of Education, Nursing & Health Professions	Melissa Trinks		860-768-5218	<a href="mailto:trinks@hartford.edu">trinks@hartford.edu</a>
College of Engineering, Technology & Architecture	Laurie Granstrand	UT209D	860-768-4858	<a href="mailto:granstran@hartford.edu">granstran@hartford.edu</a>
	Sue Aliberti	UT209D	860-768-5163	<a href="mailto:aliberti@hartford.edu">aliberti@hartford.edu</a>
Hartford Art School	Mark Snyder		860-768-5740	<a href="mailto:msnyder@hartford.edu">msnyder@hartford.edu</a>
The Hartt School	Neal Humphreys	F 210-9	860-768-4148	<a href="mailto:humphreys@hartford.edu">humphreys@hartford.edu</a>
	Shaun Flynn	F 210-5	860-768-4479	<a href="mailto:sflynn@hartford.edu">sflynn@hartford.edu</a>
Hillyer College	Lauren Szalkiewicz			<a href="mailto:szalkiewi@hartford.edu">szalkiewi@hartford.edu</a>
UIS Office/Summer Programs	Sally Henowitz	CC201	860-768-4978	<a href="mailto:henowitz@hartford.edu">henowitz@hartford.edu</a>
University Studies	Kellie Westenfeld	CC234	860-768-4373	<a href="mailto:westenfel@hartford.edu">westenfel@hartford.edu</a>

If you have any questions about this procedure please contact The Office of Admission to speak with Robin Hart, Associate Director of Admission, at 860-768-4559 or email [rohart@hartford.edu](mailto:rohart@hartford.edu).