



Office of the Registrar

Registrar@saybrook.edu

### TRANSFER CREDIT EVALUATION FORM

**This form is for Department Chairs who are approving transfer credits for students.**

**INSTRUCTIONS:** Complete the below sections based on transcribed evidence of course completion with satisfactory grades (B or better), equivalent credits, the appropriate grade level, and within the relevant time frame. Please note that transfer credits will only be posted upon receipt of relevant official transcripts.

#### SECTION I: TO BE COMPLETED BY DEPARTMENT CHAIR

<b>Student Name</b>			
<b>Degree Program:</b>			
<b>Transcript(s) Reviewed:</b>			
<b>Department Chair:</b>		<b>Date:</b>	

Evaluation is provisional pending receipt of official transcript(s)

Is this a course to course transfer (individual courses meet Saybrook degree requirements) OR a bulk transfer (a specified amount of credits are applied to the elective pool)? Complete relevant section or sections below.

#### SECTION IA: COURSE TO COURSE TRANSFER

External Course Code	Credits	Saybrook Course Code	Credits

#### SECTION IB: BULK TRANSFER

Please List Course Codes From Previous Institution

External Course Codes	Credits	External Course Codes	Credits
<b>Total Bulk Transfer Credits:</b>			

#### SECTION II: TO BE COMPLETED BY REGISTRAR'S OFFICE

FOR OFFICE USE ONLY

<b>Registrar Processed:</b>		<b>Date Processed:</b>	
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