

## Guide to Transfer of Credit Policies and Procedures

**Important Note:** Current Oberlin students are required to seek permission in advance from the Office of the Registrar to take courses away from Oberlin. Advance approval gives the opportunity to evaluate the proposed course(s) and determine its transferability to Oberlin.

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## General Policy

Within the limits stated below, Oberlin College permits credit earned at other fully accredited colleges and universities to be applied to the requirements for Oberlin degrees provided that the following two criteria are satisfied:

- The student has earned a minimum grade of C minus or better.
- The coursework falls within the scope of a liberal arts curriculum, for students pursuing the BA, or a conservatory curriculum, for students pursuing the BM

Special regulations apply to work done in music, in foreign countries or at non-degree-granting institutions.

The Office of the Registrar administers the transfer of credit policy. Questions regarding transfer of credit policy, regulations, and procedures should be directed to the Office of the Registrar. In the case of questions regarding policy or regulations, the final decision will be made after consultation with the appropriate dean's office.

Transfer credit awarded under the following regulations is recorded on the student record; grades earned at other institutions are **not** calculated in the Oberlin GPA.

The following degree requirements **must** be completed at Oberlin College: Curriculum Exploration (SSCI, NSMA, ARHU); Quantitative and Formal Reasoning (QFR); Writing (WINT, WADV); and Cultural Diversity (CD). Exceptions to this are students admitted as transfers are eligible to earn up to one full course for each of the Curriculum Exploration requirements (SSCI, NSMA, ARHU) and students who go on a foreign study away are eligible to receive Cultural Diversity (CD) credit equal to one full course. Other work transferred to Oberlin may be counted within the transfer of credit limitations toward the degree but **will not count toward the above requirements**.

A **fee** applies to the transfer of credit; see the Expenses section of the current academic year catalog.

## Type of Work Accepted for Transfer to Oberlin College

- Coursework must fall within the scope of a liberal arts curriculum for students pursuing the BA or a conservatory curriculum for students pursuing the BM
- Credit for education courses taken at other institutions may be transferred only after approval by an appropriate department chairperson or the Office of the Dean of the College of Arts and Sciences or Dean of the Conservatory if there is no appropriate department. A student requesting a transfer of such credit must supply documentation demonstrating that the course had substantial liberal arts content.

## Transfer of Credit Limitations for Bachelor of Arts and Bachelor of Arts/Bachelor of Fine Arts Degree Programs

### Overall Total Limit Permitted for Deferred Admission Status

**Pre-matriculation:** 2 courses (8 credits) per semester of study

**Post matriculation:** Not Applicable

### Overall Total Limit Permitted for Regular Admits

**Pre-matriculation:** 5 courses (20 credits) including AP and IB courses

**Post matriculation:** 3 courses (12 credits)

### Overall Total Limit Permitted for Transfer Admits

**Pre-matriculation:** 16 courses (64 credits). If 16 courses/64 credits reached pre-matric, cannot transfer additional courses post-matric.

**Post matriculation:** 3 courses (12 credits) within the following overall limit: The total allowed for all transfer of credit (pre and post matriculation) may not exceed 16 full academic courses (64 credits). Please see the Transfer Student Policies below for information regarding Residency Requirements

**The below limits are to be observed in accordance with the Overall Total Limits noted above:**

### Limit For Each Semester of Work Taken Elsewhere

**Pre-matriculation:** No more than 2 courses (8 credits) for *each* semester *including* summer sessions (or 12 credits for each quarter or trimester)

**Post matriculation:** No more than 2 courses (8 credits) for *each* semester (or 12 credits for each quarter or trimester). Semester is a distinct period of time with beginning and ending dates that do not overlap with another semester at the same institution. If an institution offers two distinct semesters in a summer, a student may take up to three courses over two distinct semesters in a summer

### Limit While on Personal or Medical Leave at Oberlin

**Pre-matriculation:** Not Applicable

**Post matriculation:** No more than 2 courses (8 credits) for *each* semester (or 12 credits for each quarter or trimester). Semester is a distinct period of time with beginning and ending dates that do not overlap with another semester at the same institution. If an institution offers two distinct semesters in a summer, a student may take up to three courses over two distinct semesters in a summer

### Limit While on Academic Leave at Oberlin

**Pre-matriculation:** Not Applicable

**Post matriculation:** 4 full academic courses (16 credits) for one semester of work; up to 8 full academic courses (32 credits) for a full year (two semesters) of work

### Limit While on Finish Away Status

**Pre-matriculation:** Not Applicable

**Post matriculation:** If a student is eligible to complete work after the last semester at Oberlin, a student may transfer 2 full courses to Oberlin as long as the post-matriculation limit has not been exceeded

## Transfer of Credit Limitations for the Bachelor of Music Degree Program

### Overall Total Limit Permitted for Deferred Admission Status

**Pre-matriculation:** 2 courses (8 credits) per semester of study

**Post matriculation:** Not Applicable

### Overall Total Limit Permitted for Regular Admits

**Pre-matriculation:** 20 credits including AP and IB courses

**Post matriculation:** 12 credits

### Overall Total Limit Permitted for Transfer Admits

**Pre-matriculation:** 84 credits. If 84 credits reached pre-matric, cannot transfer additional courses post-matric.

**Post matriculation:** 12 credits within the following overall limit: The total allowed for all transfer of credit (pre and post matriculation) may not exceed 84 credits. Please see the Transfer Student Policies below for information regarding Residency Requirements

**The below limits are to be observed in accordance with the Overall Total Limits noted above:**

### Limit For Each Semester of Work Taken Elsewhere

**Pre-matriculation:** No more than 8 credits for each semester including summer sessions (or 12 credits for each quarter or trimester)

**Post matriculation:** No more than 2 courses (8 credits) for *each* semester (or 12 credits for each quarter or trimester). Semester is a distinct period of time with beginning and ending dates that do not overlap with another semester at the same institution. If an institution offers two distinct semesters in a summer, a student may take up to three courses over two distinct semesters in a summer

### Limit While on Personal or Medical Leave at Oberlin

**Pre-matriculation:** Not Applicable

**Post matriculation:** No more than 2 courses (8 credits) for *each* semester (or 12 credits for each quarter or trimester). Semester is a distinct period of time with beginning and ending dates that do not overlap with another semester at the same institution. If an institution offers two distinct semesters in a summer, a student may take up to three courses over two distinct semesters in a summer

### Limit While on Academic Leave at Oberlin

**Pre-matriculation:** Not Applicable

**Post matriculation:** 4 full academic courses (16 credits) for one semester of work; up to 8 full academic courses (32 credits) for a full year (two semesters) of work

### Limit While on Finish Away Status

**Pre-matriculation:** Not Applicable

**Post matriculation:** If a student is eligible to complete work after the last semester at Oberlin, a student may transfer 2 full courses to Oberlin as long as the post-matriculation limit has not been exceeded

## Transfer of Credit Limitations for the Double Degree Program

Overall Total Limit Permitted for Deferred Admission Status	
<b>Pre-matriculation:</b>	2 courses (8 credits) per semester of study
<b>Post matriculation:</b>	Not Applicable
Overall Total Limit Permitted for Regular Admits	
<b>Pre-matriculation:</b>	20 credits including AP and IB courses
<b>Post matriculation:</b>	12 credits
Overall Total Limit Permitted for Transfer Admits	
<b>Pre-matriculation:</b>	107 credits. If 107 credits reached pre-matric, cannot transfer additional courses post-matric.
<b>Post matriculation:</b>	12 credits within the following overall limit: The total allowed for all transfer of credit (pre and post matriculation) may not exceed 107 credits. Please see the Transfer Student Policies below for information regarding Residency Requirements
<b>The below limits are to be observed in accordance with the Overall Total Limits noted above:</b>	
Limit For Each Semester of Work Taken Elsewhere	
<b>Pre-matriculation:</b>	No more than 8 credits for each semester including summer sessions (or 12 credits for each quarter or trimester)
<b>Post matriculation:</b>	No more than 2 courses (8 credits) for <i>each</i> semester (or 12 credits for each quarter or trimester). Semester is a distinct period of time with beginning and ending dates that do not overlap with another semester at the same institution. If an institution offers two distinct semesters in a summer, a student may take up to three courses over two distinct semesters in a summer
Limit While on Personal or Medical Leave at Oberlin	
<b>Pre-matriculation:</b>	Not Applicable
<b>Post matriculation:</b>	No more than 2 courses (8 credits) for <i>each</i> semester (or 12 credits for each quarter or trimester). Semester is a distinct period of time with beginning and ending dates that do not overlap with another semester at the same institution. If an institution offers two distinct semesters in a summer, a student may take up to three courses over two distinct semesters in a summer
Limit While on Academic Leave at Oberlin	
<b>Pre-matriculation:</b>	Not Applicable
<b>Post matriculation:</b>	4 full academic courses (16 credits) for one semester of work; up to 8 full academic courses (32 credits) for a full year (two semesters) of work
Limit While on Finish Away Status	
<b>Pre-matriculation:</b>	Not Applicable
<b>Post matriculation:</b>	If a student is eligible to complete work after the last semester at Oberlin, a student may transfer 2 full courses to Oberlin as long as the post-matriculation limit has not been exceeded

## Exclusions to Transfer of Credit

Oberlin College does **not** grant credit for:

- Courses in which a grade lower than C minus is earned
- Coursework that falls outside the scope of a liberal arts curriculum for students pursuing a BA or a conservatory curriculum for students pursuing a BM
- Courses that duplicate coursework taken at Oberlin
- Courses delivered asynchronously that do not have regularly scheduled, consistent class meeting times and were taken post-matriculation.
- Correspondence courses. Per the Higher Learning Commission, this is defined as “A course provided by an institution under which the institution provides instructional materials, by mail or electronic transmission, including examinations on the materials, to students who are separated from the instructors. Interaction between instructors and students in a correspondence course is limited, not regular and substantive, and is primarily initiated by the students. If a course is part correspondence and part residential training, it is considered a correspondence education course. A correspondence education course is not distance education.”
- Courses taken at other institutions while the student is currently enrolled at Oberlin
- Courses taken concurrently with or in place of an Oberlin Winter Term. The only cases this may be permitted are if the student has completed three full winter terms or their equivalent and has approval from the Academic Advising Resource Center **or** if the student is participating in an approved study abroad program. In either case, the courses cannot be counted as winter term project(s).
- Credits earned at other institutions by students while they are **withdrawn** from Oberlin
- **Mathematics** courses below the calculus level (pre-calculus courses were discontinued at Oberlin in 1999)
- No more than one course in calculus may be transferred
- One-half quantitative proficiency (transfer of credit for one or several courses equivalent to Oberlin courses designated "Quantitative Proficiency Certification-Half" will not satisfy all or part of the Oberlin quantitative proficiency requirement under any circumstances)
- Coursework at a lower level than a course already taken by the student at Oberlin (e.g., Chemistry 101 after passing Chemistry 102)
- College courses which also satisfy secondary school graduation requirements. In the case of students who have been admitted to Oberlin prior to fall 1993, this is even if taught by college or university professors or for college courses which also satisfy secondary school graduation requirements
- Courses that also satisfy a student's graduate school graduation requirements
- Courses taken at the **National Outdoor Leadership School**
- **Massive Open Online Courses**, even if such courses were taken for college credit or the student received a certificate for completing such work
- CLEP Exams
- Normally, the college does not grant credit for work taken on concurrent enrollment programs. Please see the section below regarding guidelines for concurrent enrollment programs.
- Coursework in which an audit grade was earned.

Normally, the college does not grant credit for **extension courses** and **continuing education** courses. Only extension courses or continuing education courses that are (1) on standard liberal arts subjects and (2) accepted for credit by the sponsoring institution for its own standard bachelor's degree and recorded on the

sponsoring institution's official transcript may be granted credit, subject to all other transfer of credit regulations.

Credit for **education courses** taken at other institutions may be transferred only after approval by an appropriate department chairperson or the Office of the Dean of the College of Arts and Sciences if there is no appropriate department. A student requesting a transfer of such credit must supply documentation demonstrating that the course had substantial liberal arts content

## Time Limits for Transfer of Credit

The deadline to submit your official transcript is by the add/drop deadline of the semester in which you are graduating. Please note that failure to submit your official transcript by this deadline may affect your eligibility to graduate and/or your invitation to participate in commencement.

**Academic Program Limits:** Consult the appropriate section of the Oberlin College Course Catalog for individual degree programs (Arts and Sciences, Conservatory, Double Degree) to see specific information about limitations within each program

## Procedures for Requesting Transfer of Credit

The transfer of credit process is administered by the Office of the Registrar. Questions regarding the transfer of credit policy, regulations, and procedures should be directed to the Office of the Registrar. In the case of questions regarding policy or regulations, the final decision will be made after consultation with the appropriate dean's office. If the eligibility of a particular course is unclear, the chairperson of the appropriate department, program, or curricular committee will be consulted for review.

**Current Oberlin students are required to seek permission** in advance from the Office of the Registrar to take courses away from Oberlin. Advance approval of transfer of credit will give Oberlin the opportunity to evaluate the proposed course of study and determine if a course will be approved to transfer back to Oberlin.

All transfer courses are subject to the policies and guidelines reflected in this document.

1. Forms to initiate the transfer of credit process and to apply for credit to be applied toward a major are available in the Office of the Registrar and online. Please follow the directions stated on the form. Courses that will be considered elective credit (i.e., will not apply to major, minor, or integrative concentration credit) are approved by the Office of the Registrar; no prior or subsequent approval by a department chair is required.
2. The Office of the Registrar will review the completed form to determine whether or not the course aligns with Oberlin's transfer of credit policies and guidelines. If a course does not meet a policy or guideline, it will **not** transfer.

## Evaluation of Transfer Credits

As of the Fall 2013 semester, courses taught at Oberlin in the College of Arts and Sciences will be offered for 4 credits for a full academic course, 2 credits representing a half academic course or 1 or less credits for a co-curricular course. Conservatory courses will be offered for 8, 6, 4 or 2 credits.

- Students in the Bachelor of Arts program are required to complete a minimum of 32 full courses (128 credits) or the equivalent, of which at least 30 must be full academic courses (two half academic courses will count as the equivalent of one full course). Up to 2 of the required 32 courses may be fulfilled by any combination of co-curricular credits.
- Students in the Bachelor of Music program are required to complete a total of 168 credits.
- Students completing the Double Degree program are required to complete 214 credits with a minimum of 110 credits in the Conservatory, 88 credits (22 courses) in the College of Arts and Sciences, and 16 credits (4 courses) in either division.

Oberlin students may transfer up to 5 full courses (20 credits) pre-matriculation and three full courses (12 credits) post matriculation. Work completed on an approved study away program or an enrolled-not-in residence program are **not** included in the limits. If a student requests transfer of credits from another institution, the course will be evaluated with consideration as to how Oberlin College awards credits for work taken at Oberlin. Normally Oberlin College will award either transfer credits as a full (4 credits) or half (2 credits) academic course.

Courses taken at a semester-based school for three credits will be evaluated and may be awarded credit equivalent to a three-quarters (3 credits) academic course. The transfer credit granted will not normally exceed the amount of credit a student would receive for comparable work at Oberlin.

## Applying Transfer of Credit to Major Requirements

Credit accepted for transfer to Oberlin does **not** automatically apply toward the major. Application of credits earned elsewhere toward the completion of major requirements at Oberlin is granted **only** with departmental, program, divisional (in the Conservatory) or Individual Major Committee approval. Students who wish to apply credit earned elsewhere toward their major should consult with the appropriate department or program. In cases where the eligibility of a particular course is unclear, the appropriate chair or division director or other designated faculty member will make the final decision regarding transfer credit.

Students may obtain forms from the Office of the Registrar to gather department chair signatures for work to be applied toward major requirements. Students must obtain preliminary approval to take a course at another institution and subsequent approval to transfer the course once the course is completed. To gain preliminary approval for courses taken at other fully accredited colleges and universities, students must take the preliminary approval form to the department chair of the department in which credit is sought.

## Work Taken at a Quarter or Trimester School

Work from a college or university where instruction is on a quarter or trimester system will transfer as follows: one hour credit on a quarter system is the equivalent of 2/3 of an hour credit as transferred to Oberlin's semester system. For example, three hours of credit from a quarter-based system represents two credits when transferred.

## Credit for Concurrent Enrollment Programs

Oberlin College accepts transfer credit **only** from select concurrent enrollment programs that are comparable to Oberlin's own Oberlin College Educational Alliance Network (OCEAN) program. Criteria for determining if a concurrent enrollment program is comparable to Oberlin's OCEAN program:

- College credit is awarded by a highly selective liberal arts college on its own transcript
- The granting institution counts this credit towards its own BA degree
- Entry into the concurrent enrollment program is selective
- College credit in the concurrent enrollment program can only be earned by students in their junior or senior year of high school



- Students must earn a grade of C or better in the course that appears on the college transcript
- The high school teachers who supervise the concurrent enrollment program are appointed as instructors by the institution granting college credit
- The high school teachers who supervise the concurrent enrollment program classes attend annual professional development workshops offered by the institution granting college credit

Transfer credit accepted from select concurrent enrollment programs is **subject to the pre matriculation credit limit**. Courses earned in select concurrent enrollment programs, as well as courses earned in Oberlin College's OCEAN program, do **not** carry divisional attributes and **cannot** be used to satisfy any specific Oberlin College graduation requirements for the BA beyond the total number of required courses.

## Transfer Student Residency Policies

**Students admitted as transfer students** are required to have no fewer than four semesters of residence (unless specific minimum requirement is noted; see below), and complete at Oberlin College, no fewer than 16 courses/64 credits (for students in the College of Arts and Sciences), 84 credits (for students in the Conservatory of Music), and 107 credits (for double-degree students).

A **College of Arts and Sciences transfer student** must satisfy the requirements for a major; complete the courses/credits listed below with no fewer than 16 courses/64 credits earned at Oberlin or on Oberlin-sponsored programs; complete the residency requirements listed below; and maintain good academic standing. College of Arts and Sciences transfer students are required to complete the following semesters at Oberlin College:

- A transfer student to the College of Arts and Sciences who enters as a second semester, first- year must complete a minimum of six semesters in residence at Oberlin.
- A transfer student to the College of Arts and Sciences who enters as a first-semester, second- year must complete a minimum six semesters in residence at Oberlin.
- A transfer student to the College of Arts and Sciences who enters as a second-semester, second-year must complete a minimum of five semesters in residence at Oberlin.
- A transfer student to the College of Arts and Sciences who enters as a first-semester, third-year must complete a minimum of four semesters in residence at Oberlin.

Work completed on an approved academic leave of absence **counts towards the residency requirement**, so long as the minimum 16 full courses/64 credits are earned over four semesters in residence at Oberlin College.

## Transfer of Credit for Music Courses

For students in the Arts and Sciences, transfer of music credit as an elective is approved by the Office of the Registrar. Coursework toward fulfilling major requirements for students in the College of Arts and Sciences (such as the Musical Studies major) requires approval by the appropriate Conservatory division director and the Conservatory Associate Dean.

All Conservatory majors and College of Arts and Sciences Musical Studies majors must begin coursework in music theory, aural skills, and music history at the introductory level unless they demonstrate proficiency beyond that level by passing placement examinations. Placement examinations are administered prior to matriculation. Once the student has begun work in these divisions at Oberlin, credit will **not** be given for coursework taken elsewhere (e.g. during the summer or a semester away) without prior written approval by the appropriate division director and the Conservatory Associate Dean.

A student may not transfer coursework required for their major (e.g., secondary piano, language diction for singers, or music education coursework) without the written approval of the director (or faculty designate) in whose division the course resides at Oberlin.

A student wishing to transfer **private lesson** credit toward their major requirements must perform an audition for the appropriate department. The audition should take place no later than the fourth week of enrollment. In the case of new transfer students, the department will assign each student an appropriate level relative to the typical eight semesters of principal applied study at Oberlin.

When determining credit for **private lessons** or **ensemble work**, the divisional faculty in the Conservatory evaluates the work in comparison with Oberlin's expectations in terms of repertoire, progress, and instructional time.

Oberlin students who wish to take **private lessons** during the summer or while on leave from the campus must secure the approval of their private study teacher prior to commencing lessons; approval forms are available from the Office of the Associate Deans in the Conservatory. To apply for credit for private studio instruction or summer programs for which no official transcript is available, the approval form must be completed and signed by the teacher; a letter from the teacher may be presented in place of the form. This form or letter must include the number of lessons, their length, and the repertoire covered. The form and accompanying materials is submitted to the Office of the Registrar.

All **ensemble** requirements must be fulfilled at Oberlin. Transferred ensemble credit counts only as elective work. To receive credit for ensemble work done in summer programs for which there is no official transcript, students must provide a letter or other documentation from the program that describes the duration of the session, the number and length of rehearsals, the repertoire studied and performed, and, in the case of chamber music ensembles, the amount of coached and un-coached rehearsal time. Forms for transferring ensemble credit are available in the office of the Conservatory Associate Deans. Students must present this form, along with the documentation, to the appropriate division director. Normally, only one credit is granted per ensemble for summer work. No transfer credit is granted for work done in a professional group for which the student has been paid.

## Provisions Regarding Pre Matriculation Credit for Music Courses

- No credit in private applied or composition/TIMARA study is granted for work completed before the student has matriculated at Oberlin College or another college. Eligibility for exemption from a required secondary private applied study will be established by audition when secondary auditions are held during the first week of classes each semester.
- Credit toward an Oberlin College degree for classroom music study completed prior to matriculation at Oberlin College is usually granted only under the Advanced Placement or International Baccalaureate program. Oberlin College will grant credit for non-performance music courses taken while enrolled in high school, for which credit appears on the transcript of an accredited college or university. Transfer credit for acceptable music history or music theory courses will count toward the major only upon successful completion of the Oberlin Conservatory music history or music theory placement tests, as appropriate. The number of transfer credits awarded will not be greater than the actual number of credits completed at the other institution. If the required scores on these placement tests are not achieved, transfer credits will count only as electives. Other non-performance courses may also be counted as elective credit, on approval of the appropriate Conservatory department and the Associate Dean.
- A Conservatory or Arts and Sciences student is granted credit for Advanced Placement/International Baccalaureate Examinations in Music Theory on the following basis:
  - The student scored a four or five on the Advanced Placement examination or a six or seven on the IB Music exam, four credits will be granted
  - The credit may be counted only as free elective credit toward requirements for majors leading toward Conservatory degrees.

- Eligibility for advanced standing in a music course may also be established when a student enters Oberlin. While no credit toward an Oberlin degree is granted, a student may, by this means, be eligible to enter an advanced course, or may have a requirement waived.

## Advanced Credit for Conservatory Courses

In general, credit for study completed prior to matriculation at Oberlin College or at another college may be granted under the following guidelines:

- **Private Applied and Composition Study:** No credit in private applied or composition/TIMARA study is granted for work completed before the student has matriculated at Oberlin College or another college. Eligibility for exemption from a required secondary private applied study will be established by audition during the secondary-audition period during the first week of classes each semester.
- **Music Classroom Study:** Credit toward an Oberlin College degree for classroom music study completed prior to matriculation at Oberlin College is usually granted only under the Advanced Placement program, administered by the College Board. Oberlin College will grant credit for non-performance music courses taken while enrolled in high school for which credit appears on the transcript of an accredited college or university. Transfer credit for acceptable music history or music theory courses will count toward the major only upon successful completion of the Oberlin Conservatory music history or music theory placement tests, as appropriate. The number of transfer credits awarded will not be greater than the actual number of credits completed at the other institution.

If the required scores on these placement tests are not achieved, transfer credits will count **only** as electives. Other non-performance courses may also be counted as elective credit, on approval of the appropriate Conservatory department and the Associate Dean. A Conservatory or Arts and Sciences student is granted credit for Advanced Placement Examinations in Music Theory on the following basis:

1. The student scored a four or five on the examination
2. The credit granted is four credits
3. The credit is entered on the transcript as "AP Music Theory"
4. the credit may be counted only as free elective credit toward requirements for majors leading toward Conservatory degrees

Eligibility for advanced standing in a music course may also be established when a student enters Oberlin. While no credit toward an Oberlin degree is granted, a student may, by this means, be eligible to enter an advanced course, or may have a requirement waived.

## Transfer of Credit for Work Taken at a Foreign Institution (*excluding credit earned on an Academic Leave of Absence*)

Transfer of credit for work done in foreign countries either on programs sponsored by accredited American colleges and universities or at foreign degree-granting colleges and universities is subject to the following regulations:

- Work taken at a foreign institution must be approved in advance **and** after completion; the appropriate chairperson of the equivalent Oberlin department will review and approve the planned courses. The approval procedure will require the student to obtain preliminary departmental approval

- of individual courses and the amount of credit to be transferred. Final approval signatures must be obtained at course completion
- In the case of summer courses taken at a foreign institution, approval is required from an appropriate departmental chairperson
- A new or transfer student must obtain departmental approval for credit taken at a foreign institution to be transferred on a course-by-course basis.
- Normally, full credit will be transferred (within the limits of work awarded at Oberlin) if the work earns a grade of C minus or better **and** falls within the scope of a liberal arts curriculum.

### **Transfer of Credit for Work Taken on an Academic Leave of Absence**

Following an approved academic leave, the student is required to fill out a program evaluation form before credit is transferred. The form will be reviewed by the Office of Study Away to assess the quality of the program. The Dean's Office or academic departments may intervene at any time to question the suitability of a particular program. This evaluation of the program will be used by departments and the Dean's Office in making decisions about the approval of the proposed transfer credit. Transfer of credit limitations while on academic leave of absence apply. Please consult the Office of Study Away for more information on the eligibility requirements and how to apply for academic leave.

### **Transfer of Credit from Non-Degree-Granting Foreign and Domestic Institutes**

Transfer of credit for work done at foreign and domestic institutes (non-degree-granting institutions) is subject to the above criteria for Transfer of Credit for work taken at a foreign institution, in addition to the following regulations:

- Credit for work done at approved institutes may be transferred with departmental approval, if:
  - The work earns a grade of C minus or better;
  - Falls within the scope of a liberal arts curriculum; and
  - The student provides written documentation (e.g., a transcript, a certificate, or a letter) from an on-site representative of the institute certifying participation in class work and final grade earned. This written documentation may be supplemented by, but not replaced by, a transcript from a college or university which acts as an agent for the institute.
- Academic departments will determine the amount of credit to be awarded on a case-by-case basis. Departments may administer examinations to determine the appropriate amount of credit to be awarded. Credit is not granted, however, on the basis of an examination alone, that is, in lieu of formal coursework.
- Departments may limit the amount of transfer credit which may be applied toward the major as well as the total number of credits which may be transferred in that area of study.

### **Special Circumstance Exceptions**

#### **Exceptions to transfer of credit policy due to COVID19 Pandemic:**

- In the 2020-2021 academic year, Juniors will attend Oberlin in spring and summer; Sophomores will attend in fall and summer. In the semesters in which a student is not on campus, Winter Term opportunities will be offered. However, an exception will be made to allow Sophomores and Juniors to enroll in a course or courses at another institution while also taking part in a Winter Term project (in the fall for Juniors and in the spring for Sophomores.) Any work taken at another institution must meet Oberlin College's rules for transfer of credit, including limits and type of work.

- Because of COVID-19 disruptions, the Oberlin College curricular committees approved a temporary exception on the limits for transfer of credit. If a student failed (earned a grade of F or NE or NP) a course in the spring semester 2020 and wishes to take a course in summer 2020, 2021, or 2022 to keep on target for graduation, they will be allowed to take an additional fourth course and transfer it to Oberlin. The usual processes remain in place: prior approval for transfer credit is recommended and a fee of \$15.00 per credit hour will be assessed.