

A GUIDE TO TRANSFERRING COURSES FROM EXTERNAL INSTITUTIONS

Important Information to note:

- Credit will only be given for courses which are:
 - ▶ Taken at regionally accredited, degree-granting colleges and universities
 - ▶ Comparable in content and quality to courses offered at UConn
 - ▶ Completed with a minimum grade of "C"
- The grade earned at the external institution will not transfer to UConn, only the credit.
- The University of Connecticut has a residency requirement that requires students take their final 30 credits at UConn.
- Any course that transfers with 91300 or 92300 in the course code will fulfill a "W" requirement (CT Community Colleges only).
- Any course that has "L" in the description will fulfill the laboratory requirement in Content Area 3 for Bachelor of Arts students.
- Any course that has "Q" in the description will fulfill a Q requirement

(note: Laboratory and language courses taught **online** will not receive UConn credit)

- Students wishing to apply transfer credits to their major requirements need the approval of their faculty advisor and a CLAS dean's designee in the Academic Services Center.
- Only 2000, 3000 and 4000 level transfer courses can be applied to the major/related requirements.
- Some majors, such as Psychology, restrict the number of transfer credits that can be applied to major requirements. Check with your faculty advisor.
- Only three credits of transfer work can be applied to a minor.
- Only matriculated students can apply for prior course approval through PeopleSoft.

Ensuring you will receive credit for your transfer course.

Connecticut Universities/Colleges:

- For Connecticut community colleges log into www.commnet.edu to check course offerings for appropriate semester
 - Identify course/s and their transfer equivalencies by navigating to the following site:
 - Go to: <http://www.transfer.uconn.edu>
 - Click on “Current UConn Students”
 - “Search Transfer Course Equivalencies”
 - Select a Connecticut institution from drop down menu
 - Select subject from drop down menu
 - View Courses

Out of state institutions (Prior Course Approval through PeopleSoft):

(see <http://www.peoplesofthelp.uconn.edu/student/st38cs90.html> for detailed guide)

- Identify institution/s and course/s
 - Log into PeopleSoft and go to:
 - ▶ “Self Service”
 - ▶ “Student Center”
 - ▶ “My Academics”
 - ▶ “Prior Course Approval”
 - ▶ Complete “Course I Plan To Take” form (up to 5 requests)
 - ▶ When requests are complete click on “Save and Send Email”
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- Once you have completed and earned a grade for the course contact the institution’s registrar to request that an official transcript is sent to UConn:

Office of Undergraduate Transfer Admissions
2131 Hillside Road, Unit 3088
Storrs, CT 06269-3088