REED COLLEGE
OFFICE OF THE REGISTRAR

3203 SE Woodstock Boulevard • Portland, Oregon 97202-8199
Eliot Hall 311 & 315 • Phone: 503/777-7793 • Fax: 503/777-7795
Email: **registrar@reed.edu** • Web: **http://www.reed.edu/registrar**

REQUEST FOR TRANSFER CREDIT

REVISED 8/2023
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Work completed at other regionally accredited colleges or universities in courses that are not vocational, technical, or experiential in nature shall be allowed credit by the Registrar with reference to general standards established by the American Association of Collegiate Registrars and Admissions Officers. Generally, credit will not be granted in excess of the credit granted for similar courses at Reed. Transfer credit will not be allowed for the work below the level of C–, nor for courses that are not consistent with the Reed curriculum. Work that substantially duplicates courses taken at Reed cannot be given credit.

Reed College Faculty Code I–B–4

STUDENT INFORMATION

Reed ID _____ Full name _____ Class (FR/SO/JR/SR) _____ Major _____ Mailstop _____

Transfer School _____ City/State/Country of Transfer School _____ Term & Year Classes Taken _____

Instructions:

- List all courses you have completed or plan to enroll in. **Specify the credit value** of each course, as well as the **type of credit**.
- If you wish to apply a transfer course to a Reed College requirement, **indicate the specific distribution (Group A, B, C, D, X), major, or division requirement in the "Apply to requirement" column**, and the equivalent Reed course (if applicable).
- Have the chair(s) of the comparable Reed department(s) sign to indicate approval of the transfer credit and its applicability to requirements or Reed course equivalency. **Courses taken on a Credit/No Credit basis cannot be used for requirements.**
- Students may take courses outside the College during the academic year, provided that equivalent courses are not being offered at Reed that year and the **courses have been approved before the work is undertaken.**

Course Title and Number	**Credits** (Specify Qtr, Sem, Units, Hrs)	**Apply to Requirement** (Gp/Div/Maj)	**Equivalent Reed Course** (if applicable)	**Department Chair Signature**

One Reed unit is equivalent to four semester credits or six quarter hours.

ADVISER APPROVAL _____ DATE _____

I understand that credit will be allowed for work in which I earn a grade of C- or better. This work may not substantially duplicate courses taken at Reed or elsewhere, and transfer credit grades cannot be used to replace grades in Reed coursework. Transfer credit grades do not affect the Reed GPA reported on an official Reed transcript. I understand that I must request an official academic transcript be sent to Reed from the school. The number of Reed units will be determined once an official academic transcript has been received in the Office of the Registrar.

STUDENT SIGNATURE _____ DATE _____

OFFICE USE ONLY
Transfer credit recorded: _____ Unit transferred: _____ Student notified: _____