



REQUEST FOR TRANSFER CREDIT

REVISED 7/2020
AM/BB

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
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
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_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

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: _____
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GUIDELINES FOR EVALUATING ONLINE COURSES

Administration Committee – Spring 2013

There are several types of online courses, including MOOCs (Massive Open Online Courses), courses offered fully online by accredited institutions, and hybrid courses with an interactive component in addition to online content and delivery.

As in regular on-campus courses, a course one department finds acceptable for transfer may not be acceptable to another department. The Administration Committee created a guideline for questions departments may wish to use to help them determine whether or not to allow credit for an online transfer course.

Department chairs (or those with the task of approving transfer credit for an academic department) should ask for all courses:

- 1) Is the course content applicable to the department curriculum?
- 2) How is the course offered (e.g., in person, online, a combination)?

If the course is offered online or with a combination of online and in-person work, the following questions should be helpful:

- 1) Is the course offered as part of an institution that is regionally accredited?
- 2) Does the course count for degree credit with the affiliated institution?
- 3) How much face-to-face interaction with the instructor and with other students is available and how is it made available?
- 4) How are students in the course evaluated (i.e. what work do they need to produce)?
- 5) Does the course allow for absolute verification for exam and quiz taking?
- 6) Is participation considered when evaluating students' performance in the course?
- 7) If there is a significant discussion component, is it synchronous or asynchronous?
- 8) Who designed the course, e.g., a professor, college or university, or an independent company?
- 9) Who supervises the course each semester?