Vassar College
Office of the Registrar

Winter School Election Form (Away from Vassar)

Instructions:

In order to be assured that the course(s) you plan to enroll in is transferable back to Vassar College, you need to complete the form below, attach a course description and/or course syllabus (which indicates the amount of credit awarded by the institution), and secure the following signatures:

Academic Adviser – Your premajor or major adviser needs to sign below to verify that the course(s) you plan to enroll in is appropriate for your program at Vassar, either in fulfillment of a major requirement or as an elective.

Department Chair/Program Director – Courses from other institutions for which you wish transfer credit must be accepted into one of the existing departments/programs of the College. The course does not have to be an exact equivalent of a Vassar course, but it does have to reside in an existing department/program. The signature of a Vassar department chair/program director signifies that the course is close enough in content to be listed on your transcript with that department/program's designation. Placement in additional Vassar courses within this department/program is totally at the discretion of the department/program.

Registrar – This office checks to make sure that the course is offered at the appropriate college level, that the institution is fully accredited, and that the number of Vassar Units to be awarded is proper based on the amount of credit awarded by the outside institution. **A maximum of two units of online or hybrid courses may be transferred subject to the criteria outlined in the transfer credit policy in the College catalogue. All transfer credit must adhere to the full Vassar policy on acceptance of transfer credit outlined in the policy.**

Preapproval is tentative and final approval of transfer credit is determined upon receipt of an official transcript. The Registrar's Office will verify the course format (in-person or online/hybrid) with the transfer institution after receipt of the official transcript.

Name _____ ID _____ Major _____ Class Year _____

College or University where you will enroll _____

Dates of Winter Session you will attend _____ Number of Weeks of Class _____

Year attended _____

# of Hours per Day of Class _____

Which days per week will you attend _____

Courses to be elected (as listed in the winter bulletin/catalogue/web site-course syllabus)

Course # **(for Vassar Registrar)**	Course Title	Credits	Vassar Units	Online/Hybrid? Y or N

Signature _____ Date _____
Pre-Major or Major Adviser

Signature _____ Chair: Will this fulfill the QA Requirement? Y or N Date _____
Department Chair/Program Director

Signature _____ Date _____
Registrar

Additional Notes:

- Return this form to the registrar–**attach a course description**. Upon final approval a copy will be forwarded to you.
- It is your responsibility to request that the institution you attend sends an official transcript directly to Vassar College, Office of the Registrar, Box 11, 124 Raymond Avenue, Poughkeepsie, NY 12604-0011.
- Winter work is included in your total allowable transfer credit, and while all grades are recorded on your Vassar transcript, a grade of "C" or better is required in order for you to receive Vassar credit. Grades for courses taken away from Vassar are not included in your Vassar Grade-Point Average.
- Notify the Registrar's Office immediately if you decide not to attend the winter session school or if you change your election.

Registrar: Will this course fulfill the Foreign Language Requirement? Y or N
DoS: QA? Y or N