

MWD² Summer School Transfer Credits

For those planning to take courses at another institution during the summer months (or at any other time), the following is the procedure to assure approval and transfer of this credit to the University of Hartford.

1. Select an accredited institution (college, university). Obtain the course description from their catalog, brochure, or on-line catalog. This is NOT the same as the same as a schedule of courses (such as course XYZ is offered on M, W, and F at 3 PM) but is, instead, a detailed description of the content of the course.
2. With your advisor, decide exactly which course or courses you wish to take and what you anticipate might be their equivalent at the University of Hartford. If the course is in a different discipline, you may need the approval from the appropriate person from the discipline. For example, MWD² faculty cannot okay the taking a course in say Math without the designate for Math determining the course equivalence.
3. Obtain from the Office of Admissions and Student Financial Assistance at the University of Hartford, a permission slip on which you will list the course(s) regardless of whether you are certain to take them or not. This form does not obligate you to take the course, it only grants permission. The permission slip is titled "Undergraduate Students Application for Permission to Enroll in Courses at Another Institution".
4. After you have completely filled out the permission slip, have it signed by:
 - a) a member of the Transfer Department located in the Admissions Office and
 - b) the MWD² department chairman (currently Professor Gray, x4623)
5. Following the instructions on the permission slip, see that the appropriate copies are distributed to the proper offices within the University.
6. If you receive Financial Aid at the University of Hartford, it is also necessary to pick up a blue Financial Aid Transcript (available at the Admissions Office). This is required regardless of whether or not you will receive aid at your summer institution or not.
7. Upon completing your course(s) at summer school, request from their Registrar that an official transcript of your grade(s) be sent to the University of Hartford, Office of Admissions. It must be received before the end of the following semester in order to receive transfer credit.

If you follow the above procedure, which must be done in person and cannot be done by mail, e-mail, or phone, and you earn a grade of **C-** or better in each course taken, you will be given transfer credit (**TC**) earned. Please remember that **only credits transfer, not grades**. Further, keep in mind that generally the final 30 credits of a student's work are expected to be completed at the University of Hartford.