

**TRANSFER CREDIT (DOTEDIT)****COURSE SUBSTITUTION / STUDY ABROAD**

Major/Minor	Requirement Be specific – list the major, minor, core requirement as stated in catalog that will experience change	Units	Substituted Oxy Course (subject/course # as it appears on your Oxy transcript)	Dept. Chair Signature
Example: Biology Major	Cell & Molecular Biology	4	ABAU 305	

# INSTRUCTIONS & TRANSFER POLICIES

## **TRANSFER UNITS—authorize the use of transfer units towards Oxy degree.**

Students must obtain approval to transfer credit BEFORE taking a course at another institution. Transfer courses will not be applied to your record until an official transcript has been received.

## **TRANSFER POLICIES**

1. Students must petition to transfer credit prior to taking a course elsewhere and must obtain approval from academic advisor, appropriate department chair, and Core department chair (if core credit is desired).
2. Occidental will not accept courses from another institution that is not regionally accredited.
3. Transfer courses taken by current students during the fall or spring semester cannot be courses that are currently offered at Occidental and cannot be used to satisfy a Core requirement. Students desiring to take courses at another institution while attending Oxy cannot exceed the maximum allowable units per semester (normally 18, or 20 if the student's GPA is 3.0 or better).
4. Quarter units are multiplied by .66 to equal semester units. A transfer course worth 3 semester units may satisfy a major/minor/Core requirement.
5. Courses taken on a non-Oxy approved study abroad program during the fall or spring semester will not be accepted, nor will study abroad courses taken while on a leave.
6. A minimum grade of "C-" or better is required to receive transfer credit. Transfer course title and grade do not appear on the Oxy transcript and transfer courses do not calculate into the Occidental GPA. Only the institution name and total units transferred appear.
7. Students must request an official transcript to be sent directly to the Occidental Registrar's Office when the course is completed.
8. Students will not receive transfer credit for a course that they received credit for at Oxy.
9. Courses graded Credit/No Credit or Pass/Fail cannot count for major, minor or core requirement. Courses used to satisfy major, minor.