7. TRANSCRIPTS; TRANSFERRING AND EVALUATING CREDITS

TRANSCRIPT EVALUATION

- All incoming transfer students must submit their official transcripts to Undergraduate Admission. Transcripts will then be forwarded to Registration and Records for evaluation and data entry on the Hamline transcript.
- Transcripts will be evaluated for credits, Hamline Plan equivalency, and Hamline course equivalency.
- Advisors should review an advisee's transcript, specifically any transfer work, for courses that might satisfy major and Hamline Plan requirements. It is not uncommon for Registration and Records to need additional input or approval from the department before they are able to articulate some types of credit.
- If a student wants a transfer course to be approved toward a major, minor, or certificate, s/he must:
    - Submit the course syllabus to the chair of the department for evaluation, and if approved, submit a completed and signed Program Requirement sheet to Registration and Records. Program Sheets can be downloaded at www.hamline.edu/registrar/ugrequirements.
- For questions regarding transfer credits, please contact Hamline's Transfer Articulation Coordinator at transferarticulation@hamline.edu or 651-523-2127.

CREDIT TRANSFER INFORMATION

Hamline subscribes to the following two services, where you can look for courses from other institutions to see how they transfer to Hamline:

1) **Transferology at:** https://www.transferology.com/index.htm
2) **Transfer Evaluation System (TES):** http://tinyurl.com/transferHU

How to Have a Transfer Course Evaluated for Hamline Plan Credit

- Contact the Transfer Articulation Coordinator via email: transferarticulation@hamline.edu; phone: 651-523-2127; fax: 651-523-2585; or mail, Registrar/Student Administrative Services (MS-A1750). Provide your student ID number, information about the courses you are transferring and the Hamline Plan credit you are seeking.
- If Registration and Records needs more information than what the course description provides, obtain a copy of the course syllabus. If you no longer have the syllabus, you may have to call your former school to obtain a copy (start with the department in which the course was taken).
- Registration and Records will work with faculty to review your course and will email you the results.

How to Have a Transfer Course Approved for Credit in Your Major or Minor
Before having a course evaluated for the major/minor, you must formally declare your major/minor by submitting the Declaration of Major/Minor form to Student Administrative Services. Forms are available online at www.hamline.edu/registrar/forms, or in Academic Advising, Bush Memorial Library, lower level.

- Email transferarticulation@hamline.edu with the institution, course code, number and title or a syllabus. The transfer articulation coordinator will work with faculty to have the course reviewed.
- You will receive an email from Registration and Records indicating whether the course is approved, as well as outlining applicable transfer credit policies.
- After you have received a confirmation email from Registration and Records, download the Program Requirement sheet for your major at www.hamline.edu/ugrequirements
- Have your Program Requirement sheet signed by your major/minor advisor and the department chair.
- Return the completed and signed form to Student Administrative Services, 113 East Hall.

How to Have a Course Approved in Advance for Transfer Back to Hamline

- Check the Transfer Evaluation System (TES) at the link above to see if the course has been previously transferred to Hamline. If it has previously transferred as the desired Hamline course, no further action is required.
- If the course you are planning to take is not found, email transferarticulation@hamline.edu with the institution, course code, number and title. The transfer articulation coordinator will work with faculty to have the course reviewed. If the course does not transfer as the desired Hamline course, email transferarticulation@hamline.edu to inquire further.
- You will receive an email from Registration and Records indicating whether the course is approved, as well as outlining applicable transfer credit policies.

HOW TO READ A HAMLINE INTERNAL TRANSCRIPT

An internal transcript is not an official transcript. Internal transcripts include information not seen on official transcripts that can be useful during registration and while tracking degree progress toward graduation. The information below explains each component of an internal transcript, starting at the top of the page. These instructions will be easier to interpret if you log into Piperline to view a transcript.

STUDENT INFORMATION

The information found here is entered when a student matriculates to Hamline. Major and department information does not necessarily indicate that a student has declared his/her major.

DEGREES AWARDED

The information that appears on the first two lines of this section becomes official after a student submits a Graduation Application. The major information is updated by a Declaration of Major form. The following information appears next:

- The number of credits attempted, passed, and earned at Hamline. GPA Hours, quality points, and cumulative GPA are also displayed. Note: these numbers only reflect Hamline credits. They do not reflect Post-Secondary Enrollment Options (PSEO), Advanced Placement (AP), International Baccalaureate (IB), College in the Schools (CIS), or transfer credit work.
- Cumulative GPA is the number of Quality Points divided by the number of GPA Hours. Classes taken for a P/N grade receive no GPA hours and have no effect on GPA.

TRANSFER CREDIT ACCEPTED BY INSTITUTION

Transfer coursework information is divided by term and terms appear chronologically. AP/PSEO/IB/CIS coursework is also included in this section. Information from former institutions appears on the left half of the page and includes:

- The subject name, course number, and title. Example: MATH 001 Calculus AB.
- The grade received and the number of credits earned at the previous institution. Example: B 3.00. Note: Hamline recognizes the same credit values as the previous university; if a student completed a semester-long three-credit class there, three credits will be awarded at Hamline.
- Information about Hamline equivalency appears on the right half of the page. There are three types of equivalency:
  1) Course Equivalency: The course has a Hamline equivalent. Example: MATH 1170 Calculus I.
  2) Department Equivalency: The course does not exist at Hamline, but the department and credit are recognized, Example: COMM TRAN Org Comm.
  3) Credit Equivalency: Neither the course nor its department exists at Hamline, but the credits earned are recognized, Example: TRAN TRAN Intro to Geography.

- Any Hamline Plan letters associated with the course appear to the right of the Hamline course equivalency information. Example: "R."
- Semester totals, including the total number of credits earned for the semester, appear below the courses listed for a given semester. Example: 16.00.

INSTITUTION CREDIT

This includes all coursework from previous terms in chronological order. Information found here includes:

- The department name, course number, level, and course title. Example: ART 1130 UG Drawing.
- The grade, credit value, and Hamline Plan letters for each course. Example: A 4.00 F,O.
- After the list of courses, term and cumulative credit is displayed.

TRANSCRIPT TOTALS

- Overall attempted, passed, and earned credits. Attempted overall credits reflect all earned credits, including transfer and P/N coursework.

COURSES IN PROGRESS

Information for current and future-term registration is found here. It includes all of the same information in previous terms, with the exception of the yet-to-be-earned letter grade.

Official transcripts may be requested via Piperline.