

**Request to Receive Transfer Credit for Course Taught in High School
for Which a College Transcript Has Been Issued**

**College Center for Advising Services
University of Rochester**

Student Name	Class	Student ID Number
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Policy: The College prefers that as far as possible our entering freshmen take all their courses, basic and advanced, from our own faculty. The faculty normally does not permit the award of credit toward a degree at the University of Rochester for high school courses, or for courses taught in a high school by high school faculty even though credit is awarded by a college or university. (The Advanced Placement and International Baccalaureate programs are exceptions to this general rule.) This policy is published in our Undergraduate Bulletin.

Request for Exception:

If you believe that your circumstances warrant an exception to the faculty policy cited above, you need to:

- Attach a description of the course you completed, along with whatever supplementary material may prove helpful. (The teacher's educational background, the teacher's relation to the college granting credit, the admissions criteria for the course or program are examples of what may be useful.)
- Describe in your own words your rationale for believing an exception is justified:

Take this form with its attachments to the authorized faculty member in the appropriate department. Ask that faculty member to review your request and, if he or she believes that your situation warrants an exception to the faculty policy, write a letter to Dean Jeffrey Runner, Dean of the College, explaining the reasons for recommending the exception.

Please return this form with its attachments and with the letter from the authorized faculty member to Lattimore 312 for forwarding to the Dean of the College. The Dean will make the final decision.

Approval Denied

Approval Granted

Date