

Transfer Credit Approval Form

For Transfer Terms and Exchange Programs

Student Information - to be completed by student

Name _____ ID _____ Class _____

Email _____

By initialing each topic and signing below, I indicate that I understand the following:

_____ An exchange/transfer term is not a Dartmouth-sponsored program. I am therefore responsible for identifying the program and seeking approval for transfer.

_____ I am responsible for understanding the regulations for transfer/exchange terms, as stated in the ORC, and the responsibilities required to be awarded credit.

_____ There are (3) distinct steps in having a transfer term approved: review by faculty member (which is NOT final approval to transfer the courses), review by Registrar (includes eligibility of transfer), and approval of the program by COI. The Registrar or the COI may deny approval for courses that do not meet College transfer requirements, even if they were reviewed and accepted for transfer by Faculty.

Final approval or denial of the transfer term is made by the Faculty Committee on Instruction (COI) and is dependent upon many factors, including the academic rationale as well as course approvals.

_____ Dartmouth will charge me a non-refundable, non-petitionable application fee of \$2,200 for a winter, spring, or summer transfer term; I will not be charged for an official Dartmouth exchange program. I will pay any additional charges directly to the sponsoring program.

_____ I will not receive institutional financial aid from Dartmouth College for a transfer term; aid is available for exchange programs.

_____ Dates for other school's payments may not line up with Dartmouth transfer term deadlines; therefore if I elect to participate in another institution's program I may need to make a deposit, and risk losing it, before I am notified of the outcome of my transfer term application.

_____ I am responsible for making all arrangements, financial and otherwise, directly with the transfer term institution.

_____ My parents/guardians and I are encouraged to consider the safety and security of the program I am attending. Dartmouth encourages students to register their itinerary and contact information in the Dartmouth Travel Registry at <http://Dartmouth.edu/global/travel-resources/travel-registry-form> This is managed by the Provost's Office.

_____ Dartmouth does not support travel to countries that are under U.S. State Department warnings. If I am considering traveling to one of these countries, I must seek a Travel Waiver from the Provost's Office. For more information see <http://dartmouth.edu/global/international-initiatives/travel-waiver-policy>

_____ Dartmouth encourages students to view the (3) videos for travelers prepared by Dartmouth's Dickey Center for International Understanding: "Travel Safety," "Health and Wellness," and "Emergency Support." I may view them at <http://dartmouth.edu/global/travel-resources/helpful-videos>

_____ I am subject to the rules and regulations of the transfer term or exchange program that I attend.

_____ I am responsible for supplying the Registrar's Office with an official, unopened transcript sent by the institution after completion of my transfer/exchange term.

_____ I will inform whomever is responsible for payment of the application fee, upon signing below. In addition, a letter explaining transfer terms will be sent by the Registrar's office to whomever is responsible for my bill at my current billing address listed in BannerStudent.

Student Signature _____ Date _____

Institution Information - to be completed by student

Institution _____ in _____
(City and state/country)

Total number of credits requesting to transfer to Dartmouth _____

Circle one: Transfer term *or* exchange term Term (e.g. 13X) _____

Date instruction begins _____ Date instruction ends _____

Number of Weeks of Instruction _____

I give permission to be contacted by other Dartmouth students interested in this program: Yes No

CONTINUED →

Name: _____ Year: _____ ID: _____ Institution: _____

Submission Information

Your approval form will be processed when all of the following items are submitted:

- Completed transfer term application form**
- Completed approval form** with signatures from appropriate Dartmouth faculty members
- Course descriptions and syllabi**
- Printed copy of your **PDF Unofficial Transcript** which can be accessed on BannerStudent
- Program information**, including a **term calendar** and proof of course **contact hours** (class meeting times) at minimum (note: more information may be required if program is unfamiliar)

Application **Deadline**: Published on the Registrar’s website. See <http://www.dartmouth.edu/~reg/>.

Course Information – to be completed by student, registrar, and department/program

Distributives – A course approved to be equivalent to a Dartmouth course will carry the distributive and world culture designations assigned to that course.

Requirements for transfer – In addition to meeting Dartmouth's academic standards, a course must be at least three weeks long and meet for a minimum of 30 contact hours.

Non-Transferrable course – If a course is not approved for transfer, please mark as denied.

Student completes this section			Registrar's Office	Dartmouth department/program completes this section						
Course Number and Course Title	Contact Hours	Credit Hours	verification of contact/credit hours	Department and equivalent course number, non-equiv. (000), or DENIED	Dist.?	World Culture ?	Major credit?	Minor credit?	Signature from department/program chair or designee	Date

Special notes/conditions: _____
