

Prematriculation Transfer Credit Approval Form

For Credit from Prior Institution

Name: _____ ID: _____ Class: _____

Institution Attended: _____ Term Attended: _____

Email: _____

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

Pre-matriculation transfer credits are reviewed by the Registrar. Requests for the awarding of pre-matriculation transfer credit must be made to the Office of the Registrar within the first term of study. Any awarding of pre-matriculation transfer credit and formal requests for exemptions after the first term of study require a petition to the Registrar; retroactive approval is not guaranteed.

Distributives – Prematriculation transfer credits do not satisfy any part of Distributive, World Culture or interdisciplinary requirements. Students should be aware that some departments and programs have restrictive policies toward transfer credit.

Potentially Acceptable Transfer Courses – Courses offered by accredited four year degree-granting institutions are potentially acceptable for transfer credit, provided that the courses are an integral part of an officially defined undergraduate Arts and Sciences curriculum; those given by extension programs, junior or community college are not transferable.

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.

Maximum Amount of Transfer Credits – Students admitted as first-year students may transfer a maximum of four course credits toward the thirty-five required for the Dartmouth degree, whether such credits are earned prior to matriculation or subsequently.

Course Syllabi – Student provides department/program with the syllabus/i and includes a copy with this form when submitted to the Registrar's Office.

Student completes this section		Registrar's Office	Dartmouth department/program completes this section		
Course Number and Course Title	Contact Hours (minimum of 30)	Calculation of Contact Hours - Verification	Department and equivalent course number, non-equiv. (000) or DENIED	Signature from department/program chair or designee	Date

Registrar's Section – to be completed by Registrar's Office

Courses approved: All All except _____

Special Notes _____

Approved by _____ on _____

SHATRNS (inst. & term info)
 Institutional Code _____
 Batch transcript
 SHATERM (max 4 TR)
 Workbook