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 <u>do not</u> 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 <u>accredited degree-granting institutions</u> are potentially acceptable for transfer credit, provided that the courses are an integral part of an officially defined <u>undergraduate Arts and Sciences curriculum</u>.

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

Maximum Amount of Transfer Credits – Students admitted as first-year students may transfer a maximum of <u>four</u> 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

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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