

# Dartmouth College

## Transfer Term Application

Reviewed by a subcommittee of the Faculty Committee on Instruction

Submit this application along with a [Transfer Credit Approval Form](#) to the Registrar's Office by the [deadline date](#).

### Student Information

Student Name (print clearly):	ID:	Class Year:
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### Transfer Term Institution/Program Information

1st Choice Institution or program name: \_\_\_\_\_

2nd Choice Institution or program name (if applicable): \_\_\_\_\_

Dartmouth term away: \_\_\_\_\_ (example: Fall 2018)

Students who seek to apply for a transfer term at an institution where Dartmouth offers an Exchange program, FSP, or LSA/+ during the same term, must obtain the signature of the program faculty director(s).

[A list of Exchange, FSP, and LSA/+ programs](#) is available online.

Is there a Dartmouth Exchange, FSP, or LSA/+ program offered during the same term? Check one:  Yes  No

Dartmouth Faculty Program Director(s) signature, if applicable:

**Note:** [If yes, and no signature is obtained, the application is incomplete and will not be considered by the Committee.](#)

### Academic Plan

Attach a typed, (not hand-written) document that describes your academic rationale for the proposed transfer term.

- Specifically address how the individual courses and the overall plan offer intellectual opportunities not available at Dartmouth.
- Describe how the transfer term strengthens your overall academic plan at Dartmouth, with respect to courses you have already taken and intend to take.
- You may also discuss professional development or particular opportunities for enrichment, but except in extreme circumstances (e.g. medical or to complete your degree), intellectual opportunities within your planned course of study should be the focus of your rationale.

**Regulations and student signature required on next page** 

## Transfer Term Regulations

- A transfer term is not a Dartmouth-sponsored program. I am responsible for identifying the program and seeking approval for transfer.
- I am responsible for understanding the regulations for transfer terms and the responsibilities required to be awarded credit. These regulations can be found in the [ORC/Catalog](#).
- Final approval or denial of the transfer term is made by the Committee on Instruction and is dependent upon many factors, including the academic rationale as well as course approvals.
- I recognize that there are (3) distinct steps in the transfer term approval process: transfer credit equivalency approval by faculty members (which is NOT final approval to transfer the courses), course eligibility evaluation by the Registrar, and approval of the program by Committee on Instruction. The Committee on Instruction may deny approval for courses that do not meet College transfer requirements, even if they were reviewed and accepted for transfer by Faculty members.
- I am responsible for making all arrangements directly with the transfer term institution.
- Dartmouth assesses a non-refundable, non-petitionable application fee of \$2,200 for the winter, spring, and summer (but not fall) transfer terms if the Committee on Instruction approves my application. The fee is for the term, regardless of the number of courses I take while on the transfer term.
- I will not receive institutional financial aid from Dartmouth College for a transfer term.
- Deadlines for other institution's applications or payments might not line up with Dartmouth transfer term deadlines. Therefore, I may need to accept my participation at the transfer institution or make a deposit, and risk losing it, before the Committee on Instruction has made its decision.
- I am subject to the rules and regulations of the transfer term institution that I attend.
- I am responsible for requesting that my transfer institution send the Dartmouth Registrar's Office an official, signed and sealed transcript upon completion of the transfer term.
- I will inform whomever is responsible for payment of the application fee, upon signing below. In addition, the Registrar's Office will send a letter explaining transfer terms to whomever is responsible for my bill at my current billing address listed in BannerStudent.
- Dartmouth encourages students to consider the safety and security of the transfer term program, and register their itinerary and contact information in the [Dartmouth Travel Registry](#) 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.
- 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](#)."

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**By signing, I indicate that I have read and understand the above regulations.**