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
**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
- [ ] 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)


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**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.

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<th>Student completes this section</th>
<th>Registrar’s Office</th>
<th>Dartmouth department/program completes this section</th>
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<tbody>
<tr>
<td><strong>Course Number and Course Title</strong></td>
<td><strong>Contact Hours</strong></td>
<td><strong>Credit Hours</strong></td>
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Special notes/conditions: ____________________________________________________________
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