

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.

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

_____ A subcommittee of the COI will review my transfer term application and I may only receive Dartmouth credit for a transfer term if approved; I may only receive transfer credit through an exchange program if I have been accepted into the program through Off-Campus Programs

_____ The Registrar may deny approval for courses that do not meet College transfer requirements, even if they were reviewed and accepted for transfer by Faculty.

_____ Dartmouth will charge me a non-refundable, non-petitionable processing fee of \$1,100 for a fall transfer term and \$2,200 for a winter, spring, or summer transfer term; I will not be charged for an official Dartmouth exchange program. Any additional charges will be paid directly to the sponsoring program.

_____ I am aware that dates for other school's payments may not line up with Dartmouth transfer term deadlines, and 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 will inform whomever is responsible for my bill of the application fee, upon signing below.

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

_____ My parents and I are encouraged to consider the safety and security of the program I am attending. I'm also encouraged to register my itinerary and contact information in the Dartmouth Travel Registry <http://Dartmouth.edu/global/travel-resources/travel-registry-form> There are a variety of resources available for students who are participating in travel abroad programs and most sponsoring schools provide information on their websites. In addition, there are a variety of resources available from organizations focused on study abroad programs. For example, see the Student Abroad Handbook, (<http://www.studentsabroad.com>). Also Dartmouth's Dickey Center for International Understanding has prepared videos for travelers and we encourage you to view them. They are - Travel Safety: <http://www.youtube.com/watch?v=luXj6Zep-mM> Health and Wellness: <http://www.youtube.com/watch?v=dbp71mLOFMU>

_____ I will not receive institutional financial aid from Dartmouth College for a transfer term.

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

_____ A letter, explaining transfer terms (not sent for exchange programs), will be sent to whomever is responsible for my bill at the following address:

Name _____

Street Address _____

City _____ State _____ Zip Code _____

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 record _____

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 **DegreeWorks** degree audit which can be found 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 unknown)

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	Calculation of Contact Hours - verification	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: _____
