Transfer Credit Approval Form  
For Transfer Terms and Exchange Programs

### Student Information – to be completed by student

<table>
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<tr>
<th>Name</th>
<th>ID</th>
<th>Class</th>
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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](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](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=IuXj6Zep-mM](http://www.youtube.com/watch?v=IuXj6Zep-mM) Health and Wellness: [http://www.youtube.com/watch?v=dbp71mL0FMU](http://www.youtube.com/watch?v=dbp71mL0FMU)
- 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.

### 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
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.

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