Transfer Credit Prior Approval Process

Any UNH Manchester degree student planning to enroll in courses at other institutions to receive transfer credit to his/her UNH Manchester program must obtain written permission from the UNH Manchester Admissions Office before registering.

1. You must complete the appended “Transfer Credit Prior Approval” form and meet with an academic counselor. You must append a course description (college catalog/semester bulletin) and the time and room schedule indicating meeting days and times. Additional information, such as a course syllabus, may be requested.

2. Once you have completed form, you will need to obtain your advisor’s signature. You will then submit the form with accompanying course information to the Academic Counseling Office. The course is reviewed by the Admissions Office to ensure its equivalency to a UNH course, its fulfillment of a program requirement and that it does not duplicate previously completed coursework. Once the coursework has been approved by the Admissions Office and the Associate Dean, you will receive a copy of the form in the mail indicating approval or denial. A copy will also be placed in your student file.

3. The course must be taken for a grade (not pass/fail) and a grade of C or better must be earned. No credit will be awarded for any course taken the semester immediately following any academic suspension or dismissal from UNH. A course taken for 3 semester credit hours at another institution will be worth 3 credits in transfer to UNH.

4. You should follow the registration procedures outlined by the institution where you will take the course.

5. Upon completion of the course, you must have an official transcript sent from the school to:
   University of New Hampshire at Manchester
   Admissions Office
   88 Commercial Street
   Manchester, NH 03101

   No transfer credit will be awarded unless the student successfully completes the approved course(s) and an official transcript is received. Only the credits will transfer, not the grade(s).

6. The University Residency Requirement requires you to attain the last one-quarter credits before graduation in UNH courses. You may petition to waive the residency requirement. Consult with an academic counselor.

Transfer Credit Prior Approval Request

Name:________________________________________Date:________________________
Address:______________________________________Student ID:________________________
____________________________________________Program:________________________
Phone:______________________________________

(continued on reverse)
The University of New Hampshire expects matriculated degree students will complete degree requirements through University of New Hampshire coursework. Exceptions to allow students to complete coursework at other institutions for transfer to the UNH record will be made for compelling circumstances only. In addition to completing the Transfer Credit Prior Approval form, you must explain in detail your reasons for this request. Please use the space provided. You may use additional pages if necessary. (If appropriate, please provide documentation to support your request.)

Reasons for request to enroll in course(s) at another institution:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Do you plan to use course(s) in major? □ Yes □ No
If yes, please obtain Program Coordinator’s signature: ________________________________________
Program Coordinator: What UNH Manchester course, if any, is this course comparable to? _________________
Advisor Comments: _________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Advisor Signature: _______________________________________________ □ Approve □ Deny
Date: _______________________

WB107 | 1/15
### Transfer Credit Prior Approval Process

The prior approval form is an agreement between the University and the student to establish in advance the number of credits to be accepted in transfer, and the General Education, Discovery and major requirement satisfied by the course, provided the student completes the contracted course. A grade of "C" or better is required for each course accepted (including University System of New Hampshire Institutions). The student's college or department may exempt the student from repeating at UNH a course in which a "D" grade was received at the other institution.

In addition to the following University policies should be acknowledged:

1. A course taken at another institution may not be used under the University repeated course rule.
2. If credit was received for a UNH course equivalent to the course listed below, no transfer credit will be allowed.
3. The transferred course work does not affect the UNH cumulative grade point average.
4. Credit will not be awarded for any course taken the semester immediately following any academic suspension or dismissal from UNH.

A course taken for 3 semesters hour credits at another institution will be worth 3 credits in transfer to UNH. Courses measured in quarter hours, term hours, or course units will be converted to semester hours as a basis for determining the UNH award. The conversion process may affect whether a course will meet minimum UNH requirements for General Education, Discovery, or major requirements.

Course work listed on the form is evaluated by the UNH Registrar's Office for total acceptable transfer credits and Discovery or General Education requirements.

Course descriptions must be provided by the student and submitted with this form. The student's adviser determines the fulfillment of major requirements. Only a portion of the total credits acceptable to the University may be applicable to a given major or curriculum.

Please obtain signatures of approval in this order: 1. Registrar's Office 2. major advisor 3. college dean.

*Withdrawals - Students attending other than UNH - managed or approved programs must withdraw and apply for readmission prior to returning to the University unless attendance is during a summer. Upon completion of the course work the student must request an official transcript to be sent to the Registrar's Office, Stone Hall, UNH.

*Senior residency means being enrolled in UNH courses for the final one quarter of your total credits. Do the following credits fall within this range? □ Yes □ No.

If yes, you must petition your college dean to request that your senior residency be waived.

I REQUEST PERMISSION TO TRANSFER THE LISTED COURSE(S) AND CREDITS FROM THE FOLLOWING INSTITUTION:

<table>
<thead>
<tr>
<th>Institution</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
</table>

### COURSES WILL BE TAKEN

DURING SEMESTER:  □ Fall □ Winter □ Spring □ Summer ACADEMIC YEAR: 20___

<table>
<thead>
<tr>
<th>STUDENT COMPLETES</th>
<th>APPROPRIATE UNH OFFICIAL COMPLETES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trans. Request</td>
<td>Transfer Course (include department, course number &amp; course title)</td>
</tr>
<tr>
<td></td>
<td>(see key below)</td>
</tr>
<tr>
<td>CODE KEY</td>
<td></td>
</tr>
<tr>
<td>Trans. Request</td>
<td>Major □ MAJ □ Elect □ LANG</td>
</tr>
<tr>
<td>Minor □ MI □</td>
<td></td>
</tr>
<tr>
<td>General Elective</td>
<td></td>
</tr>
<tr>
<td>Language Req</td>
<td></td>
</tr>
</tbody>
</table>

Student Signature Date

ADMISSIONS OFFICE SIGNATURE Date

Adviser's Signature Date

Second Adviser's Signature Date

Dean's Signature Date