

If you are interested in taking a course at another college or university, you must obtain approval through the completion of this form **before you register for and complete** the course.

Results will be sent to your Wildcats email within 1-2 weeks after you submit this form.

Step 1:

Read all of these instructions and the following page carefully as this document outlines all steps and policies that will affect your ability to transfer a course to UNH.

Step 2:

Find the course description or syllabus for the course you are interested in taking. Print it and attach it to this packet.

Step 3:

Complete Section A: Reason for Request on page 3.

Step 4:

Determine how you would like the course to be accepted back into UNH. See page 2 for more details.

Important Note: If you would like the transfer course to fulfill a **major requirement, you must complete Section B: Program Coordinator Approval.** See page 3 for more details.

Step 5:

Finish the form by filling in all of your **student information** at the top of the form on page 4 and the section of the **table** towards the bottom of the form that says "Student Completes".

Step 6:

Sign the form.

Step 7:

Submit the completed form and course description or syllabus to Academic Advising, either in person or through your Wildcats email (send to unhm.advising@unh.edu).

Important Notes:

- **After the course has been completed**, you must send the **final transcripts** (with final grades) to the UNH Manchester Registration Office.
- If you have earned 90+ credits, you are considered a senior. If you are a senior and interested in taking a transfer course, you must also submit a petition to waive your senior residency **at the same time** as your Transfer Credit Prior Approval form. Senior residency is a UNH policy that requires all students to take the last quarter of their credits at UNH. Please see Academic Advising for more information regarding the process of petitioning your senior residency requirement.

How to complete the “Student Completes” section of the form:

STUDENT COMPLETES		APPROPRIATE UNH OFFICIAL COMPLETES						
Trans. Request <small>(see key below)</small>	Transfer Course <small>(include department, course number & course title)</small>	Cr Hrs	UNH Equivalent if applicable	Major	Minor	Discovery/ Gen Ed	Gen Elective	At risk TBD
EXAMPLE								

You must complete these two sections, “Trans. Request” and “Transfer Course”, for this form to be reviewed.

Please **do not write** in this section, UNH officials will complete this.

Transfer Request:

This section is where you explain what requirement you would like the transfer course to fulfill. You can use the transfer course to fulfill a major requirement, discovery requirement, for your minor, or as general elective credit. You must use the codes as outlined below:

MAJ = Major	MI = Minor	ELECT = General Elective
WS = ENGL 401	QR = Quantitative Reasoning	BS = Biological Science
PS = Physical Science	DLAB = Discovery Lab	FPA = Fine & Performing Arts
HP = Historical Perspectives	HUMA = Humanities	SS = Social Sciences
WC = World Cultures	ETS = Environment, Technology & Society	LANG = Foreign Language Requirement

Transfer Course:

This section is where you list what the course is. You must include the complete course number and the course title.

Example:

Course Number: PSYC 401

Course Title: Introduction to Psychology

Section A: Reason for the Request

All current UNH students are expected to earn their degree by completing UNH coursework. Exceptions can be made for students with compelling circumstances. Please explain the reason(s) that you would like to take coursework at another institution below. You may attach additional pages or documentation if necessary.

Section B: Program Coordinator Approval

Only students who would like the transfer course to **fulfill a major requirement** should have this section completed.

PLEASE NOTE: The information below should only be filled in and signed by a Program Coordinator.

Student's Major: _____

Name of Program Coordinator (printed legibly): _____

What UNH course, if any, is this transfer course comparable to?

Decision:

- Approve
- Deny

Comments (optional):

Program Coordinator's Signature: _____

Transfer Credit Prior Approval Process

Name: _____ 9

Last
First
Middle
 Student I. D.

UNH E-Mail: _____@wildcats.unh.edu Phone: _____

College: LS&A LA E&PS WSBE HHS UNHM Year admitted to UNH: _____

Major: _____

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/or 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 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 semester 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 adviser 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, Stoke 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:

Institution	City	State	Zip
COURSES WILL BE TAKEN DURING SEMESTER: <input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring <input type="checkbox"/> Summer			
ACADEMIC YEAR: 20____			

STUDENT COMPLETES		APPROPRIATE UNH OFFICIAL COMPLETES						
Trans. Request <small>(see key below)</small>	Transfer Course <small>(include department, course number & course title)</small>	Cr Hrs	UNH Equivalent if applicable	Major	Minor	Discovery/ Gen Ed	Gen Elective	At risk TBD

CODE KEY Trans. Request Major = MAJ Minor = MI General Elective = ELECT Language Req for BA = LANG	Discovery Program WS = Writing Skills QR = Quantitative Reasoning BS = Biological Sciences PS = Physical Sciences DLAB = Discovery Lab FPA = Fine & Performing Arts HP = Historical Perspectives HUMA = Humanities SS = Social Science WC = World Cultures ETS = Environment, Tech & Society	Gen Ed 1985 & Subsequent Yrs 2Q = Quantitative Reasoning 3B = Biological Science 3P = Physical Science 3T = Technology 4H = Historical Perspectives 5FC = Foreign Culture 6FA = Fine Arts 7S = Social Science 8LI = Works of Literature, Philosophy & Ideas	_____ Student Signature Date <hr/> _____ ADMISSIONS OFFICE SIGNATURE Date <hr/> _____ Adviser's Signature Date <hr/> _____ Second Adviser's Signature Date <hr/> _____ Dean's Signature Date
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