

#### **Transfer Credit Prior Approval Instructions**

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.

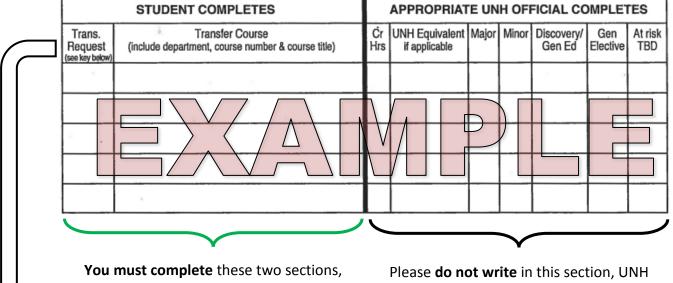
Re	sults will be sent to your Wildcats email within 1-2 weeks after you submit this form.
	Step 1:
	Read all of these instructions and the following page carefully as this document outlines all steps and policies that will affect your ability to transfer a course to UNH.
	Step 2:
	Find the course description 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 <b>student information</b> at the top of the form on page 4 and the section of the <b>table</b> 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 <a href="mailto:unhm.advising@unh.edu">unhm.advising@unh.edu</a> ).

#### 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:



"Trans. Request" and "Transfer Course", for this form to be reviewed.

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



## **Transfer Credit Prior Approval Instructions**

## 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**

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