



REQUEST TO STUDY AT ANOTHER INSTITUTION

Student Name: _____ Year of Graduation: _____

Student ID# : _____ Major: _____ Advisor: _____

Requests to study at the following regionally accredited institution:

Summer 20 _____ Fall 20 _____ Winter 20 _____ Spring 20 _____

Course Dates: Start _____ End _____ *Credits: _____

Please Note:

For a course to be considered for transfer, the Registrar must approve it before the class has begun.

If a course is less than four (4) semester hours the course may be approved for transfer but you may still be short credit(s) and are responsible for monitoring credit requirements toward graduation.

When submitting this form, be sure the following criteria have been met:

A copy of the course description which includes a calendar or schedule of course meetings and which indicates the number of semester hours the course carries.

If the course is in your **MAJOR**, your department chairperson must first approve it. If the course is to be applied to a **MINOR** program, the director of the minor must approve it.

A **LANGUAGE** course requires prior approval of the chairperson of the Modern Languages Department.

A **PHILOSOPHY** or **THEOLOGY** course requires prior approval of the chairperson of the respective department.

Transfer Policy

In order for a course to transfer it must carry the minimum of three (3) semester hours. A grade of "C" or higher must be earned. Pass/Fail grades will not be accepted. Credit will not be awarded for duplicative work. Grades and grade points are not transferred and are not included in the cumulative grade point average. You are responsible for having the institution send an official transcript directly to the Office of the Registrar at Saint Anselm College.

Course Number	Course Title	*Will transfer as: A, B, C, D	Saint Anselm College Equivalent	Chairperson Approval (signature)	Registrar's Approval

*A=Specified major requirement or department elective B=Core requirement C=Language Requirement D=Free elective

Registrar's Signature: _____ Date: _____

Please submit completed form to: registrar@anselm.edu