



**REQUEST TO STUDY AT ANOTHER INSTITUTION**

Name: \_\_\_\_\_ Class of \_\_\_\_\_ Campus P.O. Box \_\_\_\_\_

Student ID Number: \_\_\_\_\_ Major: \_\_\_\_\_ Advisor: \_\_\_\_\_

Requests to study at the following regionally accredited institution:

\_\_\_\_\_

During the (circle one) SUMMER FALL WINTER SPRING of \_\_\_\_\_ (Year)

Course Dates: Begins \_\_\_\_\_ Ends \_\_\_\_\_ CREDITS: \_\_\_\_\_ \*

\*Please be aware for YOG 2018 and beyond 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.

**Please Note:**

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

Registrar's Signature \_\_\_\_\_ Date \_\_\_\_\_

(March, 2015)