



Transfer Credit Request Form

REGISTRAR'S OFFICE • Jackman Hall #328
158 Harmon Drive, Northfield, VT 05663
Phone: (802) 485-2035 • Fax: (802) 485-2042
registrar@norwich.edu • www.norwich.edu/registrar

Student Name (First, Last): _____ A#: 00 _____ Expected Grad. Year/Term: _____
 Major: _____ Minor: _____ Are you studying: Off Campus (with consortium agreement) Abroad (sig. below required)

I hereby request transfer credit for the courses listed below. I understand that grades and grade points are not transferable to Norwich University, only course credits with a grade, or equivalent grade, of "C" or higher.

College/University transfer courses from: _____ State or Country: _____

TRANSFER COURE INFORMATION				NORWICH EQUIVALENT COURSE					
Course Subject and #	Course Title	Cr.	Course Pre-Approved (Y or N)	Course Subject and #	Cr.	Gen-Ed Course (Y or N)	Count Toward Degree Req. (Y or N)	Director/Chair or designee Certifying (Print)	Initials

I understand that course description(s) must accompany this form and that once signed, this form is considered a contract between the faculty and the student.

<i>Advisor Signature</i>	<i>Printed Name</i>	<i>Date</i>
<i>Student Signature</i>	<i>Printed Name</i>	<i>Date</i>
(IF APPLICABLE) <i>International Center Signature</i>	<i>Printed Name</i>	<i>Date</i>

Received Date & Initials

Transfer Credit Request Instructions

Student Instruction

To be completed by the student:

- Student Id A#: Enter your student identification or "A" number
- Anticipated Graduation Date: Enter the month and year
- Major: Enter your Major(s)
- Check the FS box for study abroad and OC for off campus
- Minor: Enter your Minor, or leave blank if you do not have one
- College/University Name: Enter the name of the institution you are asking to transfer credits from
- State or Country: Enter the state or country of the transfer institution
- Anticipated Term & Year: Enter the term and year you plan to or did take these courses during
- Studying Abroad: Check yes if you are, no if you are not. Yes requires signature from the International Studies representative
 - TRANSFER COURSE INFORMATION TABLE
 - o Course #: Enter the subject code and course number of the transfer course
 - o Course Title: Enter the title of the course you took/plan to take
 - o Cr.: Enter the number of credits the other institution awards for this course

International & Off Campus Studies

The International Center *MUST* sign all forms for any International (study abroad) and off-campus (NU) studies.

Off campus studies must have a consortium agreement.

Director, Chair or Designee (Faculty) Instructions

To be completed by the director, chair or designee:

- Course #: Enter the CRN from our catalog
- Cr.: Enter the number of credits being allowed
- Certified By: Enter the name of the authorizing official
- Initials: Sign or initial as the authorizing official
- If it is a X code /course at any level please enter an attribute if it should satisfy a general Education requirement.

GEAH	GE Fine Arts/Humanities Req
GECA	GE Capstone Course Req
GEE1	GE Freshman English I
GEE2	GE Freshman English II
GEET	GE Ethics Component Require
GEHI	GE History Requirement
GELD	GE Leadership Requirement
GELI	GE Literature Requirement
GEM1	Math 100 Level Courses
GEM5	MA005 Requirement
GEMA	GE Mathematics Requirement
GESC	GE Lab Science Requirement
GESS	GE Social Science Requirement
- #LT satisfies a GE literature requirement
- #XL satisfies a GE lab science requirement

Transfer Credit Questions?

[Registrar's Office: Amy Holt, Assistant Registrar - Email: aholt@norwich.edu](mailto:aholt@norwich.edu) - Phone (802) 485-2038

Be sure to complete all fields and secure all signatures. Registrar's Office cannot accept incomplete forms.