

STUDENT INFORMATION

Last Name: _____ First Name: _____ PRN: _____

Email: _____ Major: _____ Expected Graduation Date: _____

SECTION I: TRANSFER COURSE INFORMATION (of host institution)

 Transfer Credit approval is required **prior** to registering for courses outside of UNE.

College/University: _____ Location: _____

Course Subject and Number: _____ Course Title: _____

 Term: Summer Fall Spring Year: _____ # of Credits: _____

SECTION II: UNE TRANSFER EVALUATION/UNE EQUIVALENCY (to be completed in consultation with Advisor and/or Academic/Program Director)

UNE Course Subject and Number: _____ (ex: CHE 110) Number of Credits: _____ (ex: 4)

Course Title: _____ (ex: General Chemistry I)

SECTION III: PRE-REQUISITE TRANSFER & REPEAT RULES

 A) Is this course a pre-requisite for a course you intend to take next term: Yes* No

B) If yes, please specify for which UNE course(s) it will fulfill a pre-requisite for: _____ (ex: CHE 210)

*Official transcripts for Pre-Requisite transfers must be submitted directly to Registrar's Office from Host Institution 2 weeks before the start of term or the student will be dropped from the course they do not meet pre-requisites for. In-Progress/Pre-Requisite overrides will not be applied until all registration windows are open for the term.

 C) Are you taking this course at another institution to "replace" a course previously taken at UNE? Yes** No

**If yes, only the credits from the Transfer Course will be included in the overall earned credits, and the transfer course will not replace the grade earned at UNE, or the GPA.

SECTION IV: TRANSFER POLICY ACKNOWLEDGEMENT (Font signature NOT accepted)

- Transfer credit must be earned from a **regionally accredited college or university** recognized by the Council on Higher Education Accreditation.
- Grade quality points earned through transfer coursework are **not** calculated into the cumulative grade point average and do not replace grades earned at the University of New England. A transfer course is identified on the transcript with the grade of "TR".
- Transfer credit will be granted for those courses completed with a minimum grade of **C- or higher**. Additional program restrictions may apply.
- Matriculated students must meet residency requirements to be eligible for a degree.
- Posting of transfer credits will be completed by the Registrar's Office upon receipt of an **official transcript** from the host institution. Transcripts received directly from students or staff will be considered unofficial.
- For additional policies regarding transfer credits and residency requirements, please refer to the University Catalog.

I, the student, have read and understood UNE's transfer policies: _____ Date: _____

Student Signature

TRANSFER COURSEWORK APPROVAL (Font signature NOT accepted)

 Academic/Program Director Approval is **required** for course equivalency. The Academic/Program Director for the unit that offers the equivalent course at UNE must evaluate the course and sign the form. For example, MAT 120 would need to be evaluated by the School of Mathematical and Physical Sciences. **General Elective transfers** that *do not* have a direct course equivalency require approval from the student's primary Academic/Program Director for their major.

Advisor Signature: _____ Name: _____ Date: _____

Academic Director Signature: _____ Name: _____ Date: _____