

Manhattanville College Transfer Credit Approval Form

STUDENT'S NAME: _____
(Last) (First)

ID #: _____

EMAIL ADDRESS: _____

CELL PHONE #: _____

MAJOR(s): _____

MINOR(s): _____

TYPE OF STUDY (check one): _____ Summer/Winter Study _____ Study Abroad _____ Coursework previously completed (*create equivalent*)

DATES OF STUDY: Term _____ Year _____ Host Institution: _____

NOTICE TO STUDENTS: You must complete ALL FIELDS on this form and obtain the Dept. Chairperson's Approval for EACH COURSE you wish to have approved. Incomplete forms **WILL NOT BE ACCEPTED**. NOTE: You MUST take all transfer course work for letter grades. Final grades on transfer courses **ARE NOT** calculated into your Manhattanville College GPA.

Disclaimer: Manhattanville courses run on semester hours (i.e. Fall, Spring). Please be advised that some institutions operate under quarter hours; in such cases, credits will automatically be converted to the Manhattanville equivalent

Course(s) Proposed for Transfer

Course #	Course Title	# of Credits	Manhattanville Equivalent Course(s)	Major/Minor Credit?	Repeat of Credit?*	Dept. Chair Approval
				Yes__ No__	Yes__ No__	
				Yes__ No__	Yes__ No__	
				Yes__ No__	Yes__ No__	

PLEASE INCLUDE A COURSE DESCRIPTION/SYLLABUS FOR EACH COURSE LISTED ABOVE TO BE TAKEN FOR TRANSFER CREDIT.

OFFICIAL USE ONLY

APPROVED: _____

Transfer Credit Evaluator

(Date)

* If repeating a course for a higher grade via a transfer course (i.e. to satisfy major, minor, or general education requirements), students **WILL NOT** earn credit for the repeated course. If a higher grade is earned, the student's transcript will be kept on file as verification that requirement has been satisfied.