

PLYMOUTH STATE UNIVERSITY
TRANSFER CREDIT APPROVAL

(Please print required information in shaded areas only.)

Student Information:

Print name: _____ PSU ID#: _____
Home address: _____ HUB suite #: _____
E-mail: _____ Catalog year used for graduation: _____
Major/Option: _____ Minor(s): _____

Are you currently enrolled at PSU? yes no

Was the course you wish to transfer failed at PSU? yes no

Transfer Institution and Transfer Course Information:

Transfer institution name: _____
Transfer institution address: _____
Transfer course title: _____ Transfer course ID: _____
Term and year course taken: _____ # of transfer credits: _____ semester credits or _____ quarter credits

Is transfer course in PSU Transfer Database? yes no web link... http://www.plymouth.edu/webapp/banner/psc1/transfer_credit_query/

Advisor's signature: _____ Date: _____

**** Students do *not* write below their signature ****

Student's signature (required): _____ Date: _____

Transfer Guidelines and Rules:

- Please attach the course description from the transfer institution's catalog if transfer course is not listed in PSU database exactly as it appears in the transfer institution's catalog.
- How does the four-year transfer institution define upper division (3000/4000 level) credit?
- Approved forms expire after one calendar year from the date approved.
- Courses for which PSU credit has been received may not be repeated by transfer; only courses failed at PSU may be repeated by transfer.

- Only transfer courses graded C or higher will transfer.
- Transfer course grades do not appear on the student's PSU transcript and are not calculated into the student's GPA.
- An OFFICIAL transcript must be requested from the transfer institution by the student and sent to:

Plymouth State University
Undergraduate Studies Office, (MSC 8)
17 High Street, Plymouth, NH 03264

Obtain appropriate signatures in Section(s) A, B, C, and D according to specific transfer request.

SECTION A - To determine if transfer course is acceptable (i.e. not in database), see PSU Department Chair responsible for transfer course discipline:

Is the transfer course acceptable for transfer to PSU? yes no

Is the transfer course equivalent to PSU coursework? lower-division (1000/2000 level) upper-division (3000/4000 level)

If the transfer course is equivalent to a PSU course, what is the PSU course discipline/number? _____

Chair/Designee signature: _____ Date: _____

****Department Chair of major or minor may accept transfer course as substitute for named requirement; such substitution will be applicable only within the context of the major or minor.****

SECTION B - To have transfer course apply to student's MAJOR, see PSU Department Chair responsible for student's major:

Requirement of major satisfied by transfer course: _____

Elective of major satisfied by transfer course: _____

Chair/Designee signature: _____ Date: _____

SECTION C - To have transfer course apply to student's MINOR, see PSU Department Chair responsible for student's minor:

Requirement of minor satisfied by transfer course: _____

Elective of minor satisfied by transfer course: _____

Chair/Designee signature: _____ Date: _____

SECTION D - To have transfer course satisfy General Education, please provide a course syllabus to PSU, Undergraduate Studies Office:

What is the Gen Ed Skill/Perspective/Direction/Connection? **** Neither Integrative (INTG) nor Writing (WRIT) courses may be satisfied with transfer credit. **** _____

Undergraduate Studies signature: _____ Date: _____

SECTION E - Undergraduate Studies: _____ Is transfer credit approved? yes no

Comments: _____

Undergraduate Studies signature: _____ Date: _____