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| **Dartmouth College Transfer Credit Approval Form** |
| **Student and Institution Information**  |
| **Student Name (print clearly):**       | **ID:**       | **Class Year:**       |
| **Institution or program name:**      **Date classes begin:**       **Date classes end:**       **Do not include examination period**  |  **Dartmouth term away:**       (example: Fall 2018)**Total number of credits requested to transfer to Dartmouth from this program:**       |
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| **Required Materials Checklist**  |
| **[ ]  Each course has the signature of the Chair, or designated faculty member from the appropriate departments/programs**  |
| **[ ]  A copy of your *DartWorks* Degree Audit (PDF format)** |
| **[ ]  Each course’s syllabus from the other institution (PDF format)** |
| **[ ]  Class meeting times and academic calendar (for verification of contact hours= minimum of 3 weeks and for at least 30 contact hours, which does not include examination periods) from the other institution(s) (PDF format)** |
| **Student Signature:  Date:**      **Signature indicates all required materials are included with this form. Typing your full name constitutes an electronic signature.** |
|  |  |  |  |  |  |  |  |  |
| **Course Information** |
| **Student completes this column** | **Department/Program Approval** | **Registrar's Office** |
| **Other Institution Course Number and Title**  | **Dartmouth Course Equivalency\*, if any. (include department/program and course number)** | **Dist** | **WC** | **Maj Cred Y/N** | **Min Cred Y/N** | **Chair or Faculty Designee Signature** | **Date** | **Contact Hour Verification** |
|        |        |        |        |        |        |        |        |       |
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| **\*Dartmouth Course Equivalency:** List a direct equivalent (*ex. DEPT 015*), non-equivalent (*ex. DEPT 000*), or *DENIED,* if not approved. |
| **Dist/WC:** acourse approved to be direct equivalent to a Dartmouth course carries the same distributive/world culture as that course at Dartmouth.  |