

Office of the Registrar

2500 North River Road | Manchester, NH 03106-1045 | Phone: 603.668.2211 | Fax: 603.629.4647

Request to Take Courses at another Institution

Students should refer to the catalog for policies concerning transfer credit approval. With assistance from their advisors, students should be certain that the residency requirement is met, and that the course will fulfill a remaining degree requirement. Attach a course description to this completed form and submit it to the Registrar. This form must be approved by the Registrar prior to enrolling in a course at another college or university. Southern New Hampshire University will accept transfer credits for courses in which a grade of "C" or better is earned; assuming the course does not duplicate coursework that has already been successfully completed. Grades of transferred courses are not calculated in the student's grade point average, nor will they replace grades for courses that were completed at Southern New Hampshire University.

It is the responsibility of the student to request that an official transcript be forwarded to Southern New Hampshire University's Office of the Registrar.

Student Name: _____
First Middle Last

Student ID: _____

Name of Accredited Institution: _____

Address of Institution: _____

Duration of Course: ___/___/___ to ___/___/___.

Table with 2 columns: Name and number of course, SNHU Equivalent. Rows 1, 2, 3.

1. Registrar's Signature Date

2. Supporting Signature Date

Denied for the following reason: _____