



## Checklist for requesting transfer of credit

\_\_\_\_\_ name

\_\_\_\_\_ DID

\_\_\_\_\_ date checklist & materials submitted

This checklist will guide you in preparing a successful request for transfer credits.

Be sure to check the [Registrar's web site](#) for relevant details.

- I have attached a pdf of the full syllabus from the offering institution, for each course being requested, including all of the following:
  - the reading assignments (text),
  - the evaluation methods (exams and homework),
  - the schedule of class meetings, and
  - the professor's name and title.
  
- I have attached the completed Registrar's official Transfer Credit Approval Form.
  
- I understand that the courses must satisfy all the College regulations about transfer credits as found in the on the Registrar's site.
  
- The requested courses are not being used to satisfy the 50, 60, or 80 course requirements for the major or minor.
  
- I understand that distributive credit will only be granted for courses that are approved as equivalent to a numbered PSYC course.
  
- I am requesting no more than 2 courses for major or minor credit.
  
- I understand that substitutions are not allowed for approved courses.

We recommend you obtain approval for more than the courses that you plan to take, so that you are prepared for unexpected changes in course availability once you arrive at the remote campus.

- I am sending this Checklist and the required forms to the PBS Department email 10 days prior to the Registrar's deadline for the relevant academic term.

Retroactive approval or approval after a course has begun will NOT be granted by PBS.

**IMPORTANT:**

*If any of the above check boxes cannot be checked, transfer credit cannot be granted.*

*Send the Checklist and required forms to the Psychology Department email.  
Psychological.and.Brain.Sciences@dartmouth.edu*