Manhattanville College
Transfer Credit Approval Form

STUDENT'S NAME: ___________________________________________ 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

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th># of Credits</th>
<th>Manhattanville Equivalent Course(s)</th>
<th>Major/Minor Credit?</th>
<th>Repeat of Credit?*</th>
<th>Dept. Chair Approval</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Yes__ No__</td>
<td>Yes__ No__</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Yes__ No__</td>
<td>Yes__ No__</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Yes__ No__</td>
<td>Yes__ No__</td>
<td></td>
</tr>
</tbody>
</table>

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.

Rev. 01/15 (TFM)