



100 Grant Street
DePere, WI 54115

Phone number or email address to contact you when your form is ready to be picked up: _____

Transfer Credit Pre-Approval Form

Office of the Registrar

141 Todd Wehr Hall

Office: 920-403-3216 Fax: 920-403-4035

Student Name: _____

Date: ____/____/____

Suite # : _____

College or University: _____

Major: _____

SNC ID: |_|_|_|_|_|_|_|_|_|_|

(Where you plan to take the course)

Advisor: _____

Term/Yr Offered: ____/20____

Transfer Institution Information										**** For Office Use Only ****				
List Each Course Separately & Include Requested SNC Equivalency										**** SNC Course Equivalency ****				
Dept.	Number	Course Title	<input checked="" type="checkbox"/> if Repeat	Credits	Check Box		SNC Dept.	SNC Crs Num.	GS Area	Dept.	Number	Course Title	GS Area	Sem. Credit*
					<input type="checkbox"/>	<input type="checkbox"/>								
					Sem	Qtr								
					<input type="checkbox"/>	<input type="checkbox"/>								
					Sem	Qtr								
					<input type="checkbox"/>	<input type="checkbox"/>								
					Sem	Qtr								
					<input type="checkbox"/>	<input type="checkbox"/>								
					Sem	Qtr								

Directions for Completion:

Complete the top section of form. List transfer institution course I.D., title, credits left side and check if credits are semester or quarter based. Next list SNC equivalency requested. If equivalency matches a SNC course, list the SNC Catalog Course. If the department does not exist at SNC, enter "ELEC" for elective courses. If the SNC course does not exist in the SNC Catalog, but the department does, enter department and generic course elective number 193,293,393,493 to correspond to the level of instruction.

Requirements for Transfer Credit Acceptance:

- Students must receive a grade of "C" (2.0/4.0 scale) or better to receive transfer credit. Courses graded on a Satisfactory/Unsatisfactory or Pass/Fail basis are not transferable. Transfer grades are not transcribed.
- A maximum of 9-12 sem. crs.from 3 courses from other institutions may be transferred and applied to graduation requirements (major, minor, General Education, and/or degree credits) after initial enrollment at SNC.
- Upper Biennium GS courses cannot be transferred from two-year colleges. Only courses taken at senior institutions and designated junior-senior level will be considered for Upper Biennium General Studies transfer credit into GS areas, 1, 10 or 11.
- The Senior Colloquium, GS 12 must be taken at St. Norbert College.
- All major, minor, and degree residency requirements are in effect. Students must complete their last 8 courses (32 sem. crs.) and at least one quarter of their major and 2 courses in their minor at SNC.
- Upon completion, a transcript must be sent directly to the Office of the Registrar, 100 Grant Street, De Pere, WI 54115-2099.
- Students seeking approval of a course for their major/minor should have the approval of the appropriate Discipline Coordinator or may need to file a Substitution Form for Majors/Minors later.

Discipline Coordinator Approval _____ Date _____

Office of the Registrar Approval _____ Date _____