



100 Grant Street
DePere, WI 54115

Email address, phone or fax number to contact student when form review is completed: _____

Transfer Credit Pre-Approval Form

Office of the Registrar 141 Todd Wehr Hall
Office: 920-403-3216 Fax: 920-403-4035

Student Name: _____

SNC ID: 000|_|_|_|_|_|_|_|_|_|

Date: ____/____/____

College or University: _____

Major/Minor: _____

Suite #: _____

City: _____ **State:** _____
(Location of campus student plans to take course through)

Advisor: _____

Offered: Spring/Summer/Fall/J-Term **20** _____
(Circle Term Course Being Taken) (Year Being Taken)

| Transfer Institution Information (To Be Filled Out By STUDENT) | | | | | | | **** FOR REGISTRAR'S OFFICE USE ONLY **** | | | | |
|--|-----------------------|--|------------------------|---------------------------|--------------------|-----------------|--|---------------|------------------|-------------|-------------------|
| Transfer Institution Course Information (1 course per line) | | | | Requested SNC Equivalency | | | **** Official St. Norbert Course Equivalency Approval **** | | | | |
| Catalog Code (Ex: BIO) | Catalog # (Ex:101) | Transfer Course Title (Ex: Introduction to Biology) | Credits at Institution | SNC Catalog Code | SNC Catalog Number | GS Area Request | Course Code | Course Number | SNC Course Title | SNC Credits | GS Area Fulfilled |
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Directions for Completion:

- 1) Top Section** - Fill in all requested information. "College or university" refers to institution course(s) will be taken through - one institution per form.
- 2) Left Column** - List ALL prospective courses at other institution. Use the catalog code (ex: BIO 101), NOT the Course Registration Number (CRN).
- 3) Center Column** - List desired SNC equivalency - specific course or GS area. If specific discipline does not exist, use ELEC for elective. If specific course equivalent does not exist, use X93, where "X" shows level of course taken (ex: BIOL 193)
- 4) Read & Sign** - Read the "Rules for Transfer Credit Acceptance" (below), then sign & date bottom of form.
- 5) Turn in to Registrar's Office** - The Registrar's Office will complete righthand column with official approvals; it will reference this form when transferring in the course upon receipt of the official transcript at the end of the semester.

*****It is the student's responsibility to request that an official transcript be sent to SNC upon course completion.*****

Rules for Transfer Credit Acceptance:

- 1. 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.
- 2. A maximum of 9-12 semester credits from 3 courses from other institutions may be transferred & applied to graduation requirements** (major, minor, Gen Ed, and/or degree credits) **after** initial enrollment at SNC.
- Upper Biennium GS courses (Areas 1U, 10, & 11) cannot be transferred from two-year colleges; they must be taken at accredited 4-year institutions.
- The Senior Colloquium (GS Area 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 may be required to speak with both their advisor & the Discipline Coordinator to confirm a course will meet the needed requirements before applying for transfer.

Student Signature

Date

Office of the Registrar Official Approval

Date