**DEPARTMENT OF GOVERNMENT TRANSFER CREDIT REQUEST FORM**

**Your name**:

**Dartmouth ID number**:

**Current date**:

**Term** in which you plan to enroll in the non-Dartmouth course(s):

**Dartmouth deadlines for requesting transfer credit approval** (you must check the Government Department and Registrar's web pages to find these):

**Institution at which you plan to study**:

**Dartmouth exchange program affiliation**, if any:

**Titles, course numbers and instructors' names** for requested courses:

Are you requesting to **count the course towards your Government major**?

Are you requesting to **substitute the course for an existing Government Department course** (if yes, list the Gov course title and number)?

**Number of contact hours** for each requested course (contact hours include **in-class time** with instructors only).  Make sure to exclude holidays, breaks or other times when the course will not meet on regular schedule:

**Brief description of all graded course assignments** (papers, quizzes, exams, etc.) including the number of pages/words for all written assignments.

Please **attach a full syllabus** listing all class meetings and required readings and assignments (not just a course description) for each requested course transfer.

You must also complete the registrar's transfer credit request approval form, available here:

https://www.dartmouth.edu/~reg/docs/transfer_credit_approval_form.pdf