

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?**(a maximum of two transfer courses can be applied toward 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