

REQUEST TO STUDY AT ANOTHER INSTITUTION

STUDENT INFORMATION

Student Name: _____ Student ID Number: _____ CGPA: _____
 Major: _____ Semester/Term: _____ Year: _____
 Center: Lebanon Manchester Online Portsmouth Rindge

ARTICULATIONS

Name and City/State of Institution: _____
 Rationale for studying outside of Franklin Pierce University: _____

Course #: _____ Course Title: _____ FPU Equivalent: _____
 Course #: _____ Course Title: _____ FPU Equivalent: _____
 Student Signature: _____ Date: _____

INSTRUCTIONS & POLICY

In order to attend another institution and transfer the credits back to Franklin Pierce University you must:

1. Fill out the top of this form and **return it to your advisor.**
2. Attach the catalogue description and/or course syllabi of the courses you intend to take.
3. When you have completed your course(s), have the institution you attended send an official Transcript of your final grades to:
Office of the Registrar, Franklin Pierce University, 40 University Drive, Rindge, NH 03461

Note: Important points to consider as you choose a course(s):

- You must attend a regionally accredited institution
- You must take a college level course (generally 100 level or above)
- Only a grade of "C" or better will be accepted for transfer credit purposes
- You cannot repeat a course you successfully completed at Franklin Pierce; credit will be given only once
- Transfer credits are applied to your record as credits only – they do not affect your GPA
- Retaking a class elsewhere that you previously failed at Franklin Pierce will not replace the "F" in your GPA

APPROVALS

Approve Student Advisor Signature: _____ Date: _____
 Disapprove Reason: _____

 Approve Division Chair (of subject matter) Signature: _____ Date: _____
 Disapprove Reason: _____

 Approve Dean or Designee Signature: _____ Date: _____
 Disapprove Reason: _____

Processed by: _____	Date: _____	Rev. 8/18
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