

## REQUEST TO STUDY AT ANOTHER INSTITUTION

### STUDENT INFORMATION

Student Name: \_\_\_\_\_ Student ID Number: \_\_\_\_\_ CGPA: \_\_\_\_\_  
 Major: \_\_\_\_\_ Term:  T1  T2  T3  T4  S1  S2 Registration Year: \_\_\_\_\_  
 Center:  Lebanon  Manchester  Online  Portsmouth

### ARTICULATIONS

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

Course #: \_\_\_\_\_ Course Title: \_\_\_\_\_ FPU Equivalent: \_\_\_\_\_  
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 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: \_\_\_\_\_