

Transfer Policy

Transfer of Courses for Matriculated UNH Undergraduate Students

Credit is given for a course taken elsewhere only when approval has been issued prior to the start of the course.

A transferred course can satisfy degree requirements; however,

1. the grades received in transferred courses do not contribute to the student's GPA,
2. the course does not remove from the student's transcript the record of any previously taken course and grade, and
3. the contributions of previously taken courses to the student's GPA remain unchanged.

To receive prior authorization, a student must:

1. complete the student sections of the Matriculated [Student Transfer Course Approval](#) form and
2. return the form to the Office of the University Registrar at least **five weeks** prior to the start of the course.

The Office of the University Registrar will notify the student and their advisor of the approval or non-approval of the application.

Conditions for pre-approval of a Matriculated Student Transfer Course

1. Students must have at least a 2.00 overall GPA.
2. A repeated course must comply with the Repetition of Work policy,
3. The number of credits being taken at UNH and in transfer at any one time must be in compliance with
 - the Maximum Summer Load Policy,
 - the Maximum Semester Load Policy, and
 - Academic Probation Policy,
 - The total number of credits transferred while matriculated at UNH may not exceed 20,
 - The maximum number of credits transferred from two-year institutions including those transferred upon matriculation may not increase beyond 60,
 - Individual academic departments may have additional conditions.

Conditions for awarding Matriculated Student Transfer Credit

1. The student must receive a grade of "C" (2.00 on a 4-point scale) or better (or a "Pass" in a Pass/Fail course, provided the transfer institution documents that "Pass" is equivalent to a C or better).
2. Students must secure an official transcript upon completion of their course work. Official transcripts must be mailed directly from the other institution to the attention of the Office of the University Registrar, Bergami Hall, University of New Haven, 300 Boston Post Road, West Haven, CT 06516. Credit cannot be posted to the student's UNH transcript until the official transcript from the other institution has been received by the Office of the University Registrar.

Authorizations for transfers will become void if the student withdraws or is dismissed from the University prior to the submission of the transcript.

Student signature: _____ Date: _____

