

**COLLEGE OF ARTS & LETTERS TRANSFER COURSE PRE-APPROVAL**

This form to be used by A&L students only.

Net ID or ND ID \_\_\_\_\_ Last name \_\_\_\_\_ First \_\_\_\_\_ M \_\_\_\_\_ Date \_\_\_\_\_ Major \_\_\_\_\_ Class \_\_\_\_\_

Institution where courses are to be taken \_\_\_\_\_ City/State \_\_\_\_\_ Dates of course (e.g. June 15-Aug 1) \_\_\_\_\_  
 Quarter system Yes  No  Days & Times of Course (e.g. MW 10:30-12:30) \_\_\_\_\_

**Section to be completed by approving Department only**

Course(s) to be taken:	Subject & Course Number	Course Title	Credit Hours	ND Course Equivalent Number or Elective 19999	Course Title	Credit Hours	Elective Univ Req Major Req (E) (U) (M)	Department Signature

**Conditions**

- 1] Students are required to obtain course approval from the appropriate department.
- 2] Transfer credits earned at another institution must correspond in length, number of contact hours, and content to courses offered at Notre Dame, either in the regular academic year or in the Summer Session.
- 3] Summer school courses must be offered by an accredited institution and be at least four weeks in duration.
- 4] Courses should be pre approved before registering. Course transfer requests after the fact must be approved by the relevant department before credits can be transferred.
- 5] Students may take no more than two courses (a total of 8 credits) during any summer (including courses taken at Notre Dame).
- 6] All courses must be taken in residence for a grade. Courses may not be taken online, as pass/fail, s/u, as audit, correspondence, etc.
- 7] A grade of "C" or better must be earned to transfer.
- 8] For acceptance of credits toward a degree, you must request an official transcript from the registrar of the school at which the courses were taken to be sent to: Office for Undergraduate Studies, 104 O'Shaughnessy Hall, Notre Dame, IN 46556.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Dean's Approval: \_\_\_\_\_ Date: \_\_\_\_\_