



Application for Transfer Course Work

- 1. This form must be completed prior to registering for the course at host institution.
2. Upon completion of the course, please request to have an official transcript sent to the UNE Registrar's Office.
3. Transfer credits must be earned from a regionally accredited institution with a minimum grade of "C-".
4. The required signatures below approve content and course equivalency only.
5. A course taken at another institution will not affect the student's GPA or replace a graded UNE course.

Student's Name: _____ Date: _____

Personal Reference #: _____

Major: _____

Advisor: _____

Office Use Only:
Update Excel _____
Updated By: _____
Date _____

I intend to take the following course at another institution:

Table with 4 columns: Host Institution Title, Course Subject, and Number; Host Institution Credit; UNE Parallel Course Subject and Number; UNE Credit Equivalency.

Name of Institution: _____

During the period of: _____
(Summer, Fall, Winter, or Spring, and Year)

Intended to Satisfy: (please check one)
___ Exploration ___ Creative Arts ___ Advanced Studies ___ SGA
___ Major Requirement ___ General Electives ___ Other: _____

Are you taking this course at another institution to "replace" a course previously taken at UNE?

No ___ Yes ___
If Yes, please note that you will earn credits only for the transfer course. The grade from the course taken at UNE will count towards your GPA but those credits will be excluded.

Student's Signature: _____ Date: _____

Student's Advisor or Dept Chair Signature: _____ Date: _____

Dept Chair's Signature to Approve Equivalency: _____ Date: _____

The Dept Chair's signature is not required if the course is satisfying a general elective or is part of a Transfer Agreement with UNE. You can check for these courses at www.une.edu/admissions/undergrad/transfer.cfm.