



Office of the Registrar

40 University Drive – Rindge, NH 03461
 603.899.4068 - fax 603.899.4069
 registrar@franklinpierce.edu

**REQUEST TO STUDY
 AT ANOTHER INSTITUTION**

STUDENT INFORMATION

Date: _____ Student Name: _____ Student Number: _____

Major: _____ Class Standing: Sr. Jr. So. Fr Semester & Year of Study: _____

Name and City/State of Institution _____

Advisor Signature: _____ Advisor Name (print): _____

INSTRUCTIONS & POLICY

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

1. Fill out the top of this form and have your advisor sign where indicated
2. Return this form to the Office of the Registrar in DiGregorio.
3. When you have completed your course(s), have the institution you attended send an official Transcript of your work showing final grades to:

Office of the Registrar ~Franklin Pierce University ~40 University Drive ~ Rindge NH 03461

In order to have these courses articulate (count for) *specific* requirements at Franklin Pierce, you must also:

1. Attach the catalogue description and/or course syllabi of the courses you intend to take.
2. Complete the bottom of this form and have the appropriate Division Chair (from the Division that houses the Franklin Pierce course you wish to replace with your transferred course) sign where indicated below.

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

- ▲ You must attend a regionally accredited school
- ▲ 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.

ARTICULATIONS

Course Articulations: If you wish to have courses taken elsewhere articulate for Franklin Pierce Courses, please complete the following and attach course descriptions to this form. Otherwise, courses will be counted as General Electives only

Course Number & Title of Course to be taken:	Credit Hours:	Franklin Pierce Articulation:	Approval Signature of Division Chair:	Ok to Articulate for ANY student? YES* / NO**	
1.				<input type="checkbox"/>	<input type="checkbox"/>
2.				<input type="checkbox"/>	<input type="checkbox"/>
3.				<input type="checkbox"/>	<input type="checkbox"/>
4.				<input type="checkbox"/>	<input type="checkbox"/>
5.				<input type="checkbox"/>	<input type="checkbox"/>

*Yes = ANY student may take this course for this articulation without further permissions needed.

**No = The articulation will be for this student ONLY