

# Center for University Advising Pre-Matriculation Transfer Credit Request Form

## Student Information

Student Name: \_\_\_\_\_

ND ID number (902 number): \_\_\_\_\_

## Details about the Proposed Pre-Matriculation Course

Name of institution at which course was taken: \_\_\_\_\_

City: \_\_\_\_\_

State/Territory: \_\_\_\_\_

Country: \_\_\_\_\_

Academic term system (i.e., semesters, trimesters, quarters, etc.): \_\_\_\_\_

Course subject at institution (i.e., MATH, HIST, etc.): \_\_\_\_\_

Course number at institution: \_\_\_\_\_

Course title at institution : \_\_\_\_\_

Credit hours at institution: \_\_\_\_\_

Course url (if applicable): \_\_\_\_\_

Notre Dame department best matching the proposed institution course: \_\_\_\_\_

Start date: \_\_\_\_\_ End date: \_\_\_\_\_

Meeting days of the week (i.e., M W F, T R, etc.): \_\_\_\_\_

Class meeting start time: \_\_\_\_\_ Class meeting end time: \_\_\_\_\_

\*\*Asynchronous courses (courses without a regular meeting time) are not eligible for pre-matriculation transfer credit.

Did the course meet in person or online? \_\_\_\_\_

## Guidelines and Standards for Pre-Matriculation Course Credit Requests

1. The University does not grant pre-matriculation credit for the University Seminar.
2. The course must be taken **after** the student's junior year of high school.
3. The course must be taken at an accredited institution.
4. The course must be taught by a member of a college or university faculty for college students. The majority of the students in the course must be college students. College courses taught on a high school campus, by high school faculty members, and/or for high school students are not eligible for transfer credit.

5. The course must not be taken to satisfy a high school graduation requirement.
6. The course must correspond in length, number of contact hours, and content to a course offered at Notre Dame, either in the regular academic year or in the Summer Session.
7. The course must be at least four weeks in duration.
8. To correspond to a Notre Dame three-credit course, the course taken at another institution must have at least 37.5 contact hours (instruction time in the classroom). To correspond to a Notre Dame four-credit course, the course taken at another institution must have at least 50 contact hours.
9. Courses taken asynchronously (i.e., courses without a regular meeting time) are not eligible for transfer credit.
10. The course transfer request must be approved by the relevant department at Notre Dame.
11. A maximum of three courses can be accepted for pre-matriculation transfer credit.
12. The course must be letter graded (i.e., not as pass/fail, as satisfactory/unsatisfactory, as audit, as correspondence, etc.), and a grade of "B" or better must be earned to transfer.
13. If a student changes colleges, these credits will need to be re-evaluated by the college the student is transferring into.

All of the following documents must be submitted to the student's first-year advisor at Notre Dame:

- the course catalog description of the course taken
- the syllabus of the course showing content covered
- an official transcript from the institution at which the course was taken
- the Pre-Matriculation Transfer Credit Request form (this form)
- for students taking courses at non-U.S. universities, a grade translation to allow for a determination of whether the "B" requirement is met

**\*\*Note for College of Engineering students:**

In addition to the items listed above, students seeking to transfer credits for classes that fulfill College of Engineering requirements, such as math or physics, must also provide proof that the course is acceptable towards an ABET accredited engineering degree at the institution. This evidence is often found on the degree plan showing the course is required for the degree. For a community college course, the student must provide proof that the course can be used to satisfy engineering requirements at a related ABET accredited program. This information can often be found via a document called a transfer map or transfer pathway.

## **Student Authorization and Signature**

With my signature below, I certify that I have read this form and understand the rules governing pre-matriculation transfer credit. If approved, the grade that I received for the course at the other institution will not transfer. Instead, only the Notre Dame equivalent of the course will be listed on my Notre Dame transcript as earned transfer credit. A maximum of three courses can be accepted for pre-matriculation transfer credit.

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_