

## Transfer Course – Divisional Approval

**First Name:** \_\_\_\_\_ **Last Name:** \_\_\_\_\_

**Student ID#:** \_\_\_\_\_ **NTCC Campus:** \_\_\_\_\_

### New Transfer Course Approval Request:

If a course does not currently exist on the established transfer equivalency chart as approved by the Divisional Dean (no equivalency in SHATATR), utilize this section of the form to request review by the Divisional Dean. A copy of each course description must be attached and additional documentation may be required by the Dean.

**College/University:** \_\_\_\_\_ **SOAPCOL Code:** \_\_\_\_\_

Transfer Course Name <i>(Ex: ENGL 101)</i>	Transfer Course Title <i>(Ex: English Composition I)</i>	NTCC Equivalent Proposed: <i>(Ex: ENGL 1015)</i>	Divisional Dean Approval (initials)

### Course Substitution Request:

If a student is requesting, on an individual basis, that a course already approved to transfer in as an equivalent on the matrix is instead approved to cover either a different requirement or as credit for a different course, please complete the section below.

**College/University:** \_\_\_\_\_ **SOAPCOL Code:** \_\_\_\_\_

Transfer Course Name <i>(Ex: HIST 351)</i>	Transfer Course Title <i>(Ex: English Composition I)</i>	NTCC Equivalent Proposed: <i>(Ex: HIST 2010)</i>	Divisional Dean Approval (initials)

Completion of this form does not confirm that transfer credit will be awarded for courses list. Equivalent credit will be awarded based on transfer equivalency matrices and established approval processes at NTCC.

Student Signature: \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Divisional Dean Signature: \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_