



Course Transfer Form

Prior to submitting a request for transfer credit please fully read the Course Transfer Policy and Procedure in the Academic & General School Policies section of the [FNU Catalog](#). It is important to note that FNU allows a maximum of twelve (12) approved credits for transfer and students will pay a fee for each course reviewed for transfer credit, whether or not the credit is approved.

For comparison to your previously completed coursework, the current FNU course syllabus may be found on the [Banyan Tree Portal under "Courses,"](#) and the FNU course descriptions may be found in the [FNU Catalog](#). Please note, Clinical, Bridge Year, and DNP project courses are not eligible for transfer. The complete list of courses eligible for transfer can be found in the FNU Catalog.

Students are strongly encouraged to submit all transfer course requests prior to attending Bound orientation. Students should not register for a course for which they intend to request transfer credits until the course review has been completed by the Department Chair or Program Director.

This form must be accompanied by the course syllabus and course description for the transfer course. This form will not be processed until the Course Transfer Fee is paid to the [FNU Bursar](#).

Instructions:

- *For each course to be reviewed, complete and submit this form.*
- *Form, syllabus and course description should be scanned and emailed to Registrar@frontier.edu, preferably from your @frontier.edu email account.*

Student Name:

Date:

(Please use the official full name as reflected on your academic record)

Degree:

Specialty Track (if MSN or PGC):

FNU Student ID Number:

(You can find your ID number in your letter of Admission or the Profile section of either the FNU Portal or Self-Service.)

Desired FNU Course Number and Title:

(This is the course you are hoping to receive credit for at FNU.)

Completed Transfer Course Number & Title:

(This is the course you completed at your previous university. If you are submitting two courses from your previous university to count as a single course at FNU, please list both courses here.)

Institution Where Credit Was Earned:

Number of Credits Earned at Institution:

(If you are submitting two courses from your previous university to count as a single course at FNU, please list the credits earned for both courses here.)

Year and Term the Course Was Taken:

(If you are submitting two courses from your previous university to count as a single course at FNU, please list the year and term for both courses here.)

Final Grade in the Course:

(If you are submitting two courses from your previous university to count as a single course at FNU, please list the grade earned for both courses here.)

Have you attached course syllabus?

If no, please explain:

Have you attached course description?

If no, please explain:

Does FNU already have the official transcript for this course?

If no, please submit the official transcript with this form.

Have you reviewed the FNU Course Transfer Policy to confirm that the course you are requesting is eligible for transfer?

Have you reviewed the FNU syllabus and course description for the intended transfer credit?

Are you currently registered for the intended transfer credit course at FNU?

*(***If you have already registered for the course in which you are wanting to receive transfer credit please contact your Academic Advisor IMMEDIATELY***)*

This Section to be completed by FNU Department Chair, Program Director or designated FNU Course Coordinator.

Course may be transferred in to meet the objectives of the FNU course:

Additional Notes:

Department Chair/Program Director Name:

Department Chair/Program Director Signature:

Date: