



Course Transfer Request Form

Name: _____ Degree/Specialty Track: _____ Date: _____
First Term & Year of Program: _____ Academic Advisor: _____ FNU ID: _____
Name of Previous Institution(s): _____

Instructions:

1. Please use the official full name as reflected on your academic record(s). You can find your ID number in your letter of Admission or the Profile section of either the FNU Banyan Tree Portal or Self-Service.
2. It is important to note that FNU allows a maximum of ten (10) approved credits for transfer and students will pay a fee for each course reviewed for transfer credit, whether or not the credit is approved.
3. For each course to be reviewed, complete and submit a separate Course Transfer Request form.
4. Students are strongly encouraged to submit all transfer course requests prior to attending Frontier Bound orientation. Students should not enroll in a course for which they intend to request transfer credits until the transfer course review has been completed.
5. This form will not be processed until the Course Transfer Fee is paid to the [FNU Bursar](#).
6. **The form and syllabus should be scanned and emailed to registrar@frontier.edu, preferably from your @frontier.edu email account.**

Have you:

- Read the FNU Transfer Credit policy in the [FNU Catalog](#) to confirm that the requested course is eligible for transfer? Consider the amount of credits earned, grade earned, age of the course, and essentials covered. (E.g. **For DNP course transfers**, the course must meet comparable objectives, essentials, and competencies of a DNP level course.)
- Reviewed the FNU Syllabus (found on the [Banyan Tree Portal](#) under Courses) and course description (found in the [FNU Catalog](#)) for the intended transferred course? You must be logged in to the Portal to view the syllabi.
- Attached the course syllabus from the time you took the course? Forms submitted without syllabi will not be reviewed.
- Does FNU already have the official transcript for this course? If not, please submit the transcript to admissions@frontier.edu.
- Are you currently registered for the intended transfer 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**)



To be completed by the Student							Completed by Department Chair or Program Director	
Desired FNU Course Number and Title:	Institution Where Credit Was Earned:	Previous Course(s) Number and Title:	Number of Course Credits Earned:	Year & Term Course(s) Completed ¹ :	Were Course(s) part of a Completed Degree?	Final Grade(s) Earned:	Decision	Additional Notes (if needed)
<i>EX: PC705 Advanced Pathophysiology</i>	<i>EX: My Previous University</i>	<i>EX: NRS587 Patho Across the Lifespan</i>	<i>EX: 5 quarter credits</i>	<i>EX: Fall 2000</i>	<i>EX: Yes</i>	<i>EX: A</i>	<i>EX: [Not/approved]</i>	<i>EX: NA</i>

Course Transfer Review Performed by (Printed Name & Title)

Date:

Signature of Department Chair/Program Director: *(Receipt of this form via the Department Chair/Program Director's FNU email address qualifies as a signature.)*

¹If 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.