

# 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 Associate Provost (no equivalency in SHATATR), utilize this section of the form to request review by the Divisional Associate Provost. A copy of each course description must be attached and additional documentation may be required.

**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>	Associate Provost 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 \_\_\_\_/\_\_\_\_/\_\_\_\_

Associate Provost Signature: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_