

**OFFICE OF THE REGISTRAR**  
**Request To Take Courses at Another Institution**

Students should refer to the Student Handbook for policies concerning transfer credit approval. With assistance from their advisors, students should be certain that the requirement is met, and that the course will fulfill a remaining degree requirement. **Attach the course descriptions to this completed form** and submit it to the Office of the Registrar. This form should be approved by the Registrar prior to enrolling in a course at another college, university or institute. New Hampshire Institute of Art will accept transfer credits for courses in which a grade of "C" or better is earned. The course must not duplicate coursework that has already been successfully completed. Grades of transferred courses are not calculated in the student's GPA, nor will they replace grades for courses that were completed at NHIA.

It is the responsibility of the student to request that an official transcript from the other school to be forwarded to the NHIA Registrar once the courses are completed.

**Student Name:** \_\_\_\_\_  
Last First MI

**Student ID#:** \_\_\_\_\_

**Semester course to be taken in:** \_\_\_\_\_

**Name of Institution:** \_\_\_\_\_

**Website of Institution:** \_\_\_\_\_

**Duration of courses:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_ to \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Course number and title:	NHIA equivalent:
1. _____	1. _____
2. _____	2. _____
3. _____	3. _____

\_\_\_\_\_  
 Registrar's Signature

\_\_\_\_\_  
 Date

Denied for the following reason: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_