



# OFFICE OF THE REGISTRAR

982 Mansion Drive, Bennington, VT 05201 802-447-6324(P) 802-681-2876(F) registrar@svc.edu

## Transfer Equivalency Form

This form is for those who wish to transfer a course from another institution to Southern Vermont College, seeking an approved equivalency for an SVC course requirement. Credits earned at other accredited institutions of higher education may be transferred when a grade of 'C' or better has been earned. Students are responsible for having official transcripts of such courses sent to the Office of the Registrar. Students **must submit**, to the Divisional Chair, a course description (and syllabus if possible) from an official publication or a syllabus from the institution for the course listed.

Please make sure all items and signatures have been completed. Incomplete forms will not be accepted.

### PERSONAL INFORMATION:

FIRST NAME	MIDDLE NAME	LAST NAME	LAST 4 DIGITS OF SSID#
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MAJOR	MINOR (IF APPLICABLE)	CATALOGUE YEAR
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### COURSE TRANSFER INFORMATION:

SVC COURSE NUMBER	SVC COURSE NAME	MAJOR	MINOR	GEN. CORE	REQUIREMENT AREA
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TRANSFER COURSE NUMBER	TRANSFER COURSE NAME	COLLEGE/INSTITUTION
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TERM OF COURSE	DATE OF COMPLETION
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X

STUDENT SIGNATURE	DATE
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**SUBMIT TO CHAIR OF DEPARTMENT FOR COMPLETION**

PROCESS	SIGNATURE/DATE
SUBMIT FORM AND DOCUMENTATION TO DEPARTMENT CHAIR (OF COURSE EQUIVALENCY)	
FORM RECEIVED BY REGISTRAR'S OFFICE	
TRANSCRIPT RECEIVED BY REGISTRAR'S OFFICE	