

## Transfer Credit Collaboration Form

Trident at AIU reviews all official incoming transcripts for potential course equivalency. Equivalency is determined by evaluation of institutional accreditation, academic level, course content, and overall credit unit value.

If, after your degree plan has been finalized by the Registrar’s Office, you feel your prior coursework may satisfy one or more of your outstanding program requirements, please submit this completed form to your Student Success Advisor. Your request will be reviewed by the Office of the Registrar and/or Program Director, Dean, or Office of the Provost.

**Submitting a request to review does not guarantee transfer.** Additional information may be required to substantiate your request, such as a course syllabus or catalog. While Trident will make reasonable attempts to research your external coursework, it is your responsibility to provide supplemental information, if requested. Please contact your student success advisor with any questions regarding this process.

Please review all published transfer policies at <http://www.trident.edu/catalog>.

***Please read the following carefully prior to submitting your form:***

1. You must be an admitted Trident student and in good standing, with an approved degree plan.
2. All official transcripts must be submitted, including those bearing your intended transfer courses.
3. At the baccalaureate level, no external course with a grade lower than “D” will be transferred. No external course with a grade lower than “C-” may satisfy English or Math general education requirements, program core requirements, or upper division requirements.
4. At the graduate level, no external course with a grade lower than “B-” will be transferred.
5. At the graduate level, no external courses completed greater than 7 years prior to the Trident start term will be transferred.
6. Courses will transfer to Trident at the same level as they were completed at the external institution (upper/lower/graduate). Courses of a different level cannot be considered equivalent.
7. Please observe the residency requirements and transfer maximums published for your chosen degree program.
8. Trident graduate certificate and dual degree programs are not eligible for course transfer.
9. Please observe our policies on Prior Learning Experiences such as military transfer, CLEP/DSST exams, and other forms of non-traditional credit.

***Submission Information:***

<b>Student Name:</b>		<b>Student ID:</b>
<b>Email address:</b>	<b>Phone:</b>	<b>Date:</b>

External Institution				Trident at AIU	
	Course Number	Course Title	Course Description	Course Number	Course Title
1					

2					
3					
4					
5					
6					
7					
8					
9					
10					

**Additional Comments/Requests (Please be sure to attach any additional certificates, course descriptions, syllabi, etc):**