

TRANSFER PRE-APPROVAL REQUEST

INSTRUCTIONS

Step 1 - Know what you want to transfer and where you want to take it. Obtain course descriptions of classes. Read regulations below for important information on transfer credits. Read and complete the request form on reverse side. Provide your signature.

Step 2 - Meet with your advisor. Take your course descriptions and submit this form to your advisor for approval (and signature) of major course work and equivalencies if you are completing any major requirements in transfer. Your advisor can help you decide what classes will best suit your academic program.

Step 3 - Return to Registration Services. Submit this form to Registration Services, Taylor Hall, 201 for final approval of courses. Registration Services will review and send a copy to you at the local address provided. Most requests are returned within 3-5 working days.

Step 4 - Send your transcripts. When transfer work is completed, send official transcripts to the Registration Services Office, Western State College of Colorado, Gunnison CO 81231.

REGULATIONS

■ Courses will be considered for transfer only if earned at an accredited university or college with grades of “C-” or better, or “satisfactory,” “honors,” or “pass.”

■ Western will NOT accept:

-more than 60 hours in transfer from two-year colleges or 90 hours in transfer from 4-year colleges. More than 90 total transfer hours.

-credit for remedial courses, or those courses that are necessary to correct academic entry level abilities in English, Math (includes some business Math courses), Reading, Science, or Developmental Reading.

-vocational-technical courses that are offered at two year institutions and proprietary institutions.

-credit earned through work experience or through a cooperative education program.

-outdoor leadership and related courses through Outward Bound or NOLS unless credit is granted through an academic institution e.g. University of Utah.

■ Every candidate for a degree must earn 30 credits from WSC. This 30 credit minimum must include 15 credits in the major, at least 8 in the minor and the last credit earned.

■ Credits will transfer as indicated on final official transcript. Upper/lower division and number of quarter/semester credits completed will be determined from the official transcript from the transfer institution.

■ Students planning not to attend Western any term other than a summer session are eligible to file a Leave of Absence Application with the Registration Services Office. If you want to take advantage of this program, please inquire and file the application prior to leaving campus.

■ Completion of this form does not mean that your academic record has been evaluated, or that the courses you have chosen will best suit your academic program. Registration Services approval is based on course descriptions/information only. If courses other than those listed are completed, the college maintains the right to decide applicability to the student’s degree.

