

TRANSFER PRE-APPROVAL

Step 1 – Find the course(s) you wish to transfer. Obtain course descriptions. Read regulations below and complete the request form on reverse side.

Step 2 – Meet with your advisor. Bring this completed form and course descriptions to your advisor. Your advisor must approve your plan.

Step 3 – Meet with Department Chair(s). A signature of equivalency approval is required from the Department Chair of the area of study you are seeking to transfer. If you are pursuing courses from two (or more) areas of study, you will need two (or more) Department Chair signatures of approval.

Step 4 - Return to Office of the Registrar for final approval.

Step 5 - Send your transcripts to the Office of the Registrar once grades have been posted for your transfer courses.

REGULATIONS

- ❖ Western will NOT:
 - accept more than 90 hours in transfer from a 2 year or a 4 year institution.
 - accept credit for remedial courses.
 - accept vocational - technical courses.
 - accept credits from an institution that is not accredited.
 - accept credit earned through work experience or through a cooperative education program.
 - accept outdoor leadership and related courses through Outward Bound or NOLS unless credit is granted through an academic institution, e.g. University of Utah.
 - grant upper division credits from most two - year institutions, even if the equivalency is for an upper division course at Western.
 - accept any course from a four - year institution as upper division if the course is not taken at an upper division level, even if the equivalency is for an upper division course at Western.
-
- ❖ All grades from accepted courses taken through affiliated Study Abroad programs and National Student Exchange programs will be factored into the GPA at Western State Colorado University.
 - ❖ A grade of “C-“ or better (or equivalent) is required for the transfer of any coursework.
 - ❖ Only grades earned at Western will be used to calculate your GPA.
 - ❖ You must earn 30 credits from Western in order to graduate here. This 30 credit minimum must include 15 credits in your major and 8 in your minor.
 - ❖ 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.

TRANSFER PRE-APPROVAL REQUEST

Name _____ Student # _____
Last First Middle initial

Email _____ Phone _____

Major(s) _____ Advisor _____

Institution you plan to attend _____
Institution name City State

Term/Year of attendance _____

Is the institution on the quarter or semester system? _____ (1 quarter hr. = .67 SEM hr.)

If study abroad or NSE: _____
Sponsoring Institution Name

YOU MUST PROVIDE COPIES OF THE COURSE DESCRIPTIONS AND ATTACH TO THIS FORM.

COURSE#	COURSE TITLE	CREDIT HOURS	WESTERN EQUIVALENT	CHECK ONE:		TO BE USED FOR:				Department Chair Signature(s) Required (excluding elective courses)
				LOWER DIVISION	UPPER DIVISION	Major	Minor	GE	Elective	
(EX) COMP 102	Composition II	3	COM 202	X				X		Jane Doe

* use additional forms, if necessary.

I HAVE READ **BOTH SIDES** OF THIS FORM AND I UNDERSTAND THE POLICIES ASSOCIATED WITH THE TRANSFERING OF COURSES.

 Student's Signature Date

 Advisor's Signature Date

 Signature from Office of the Registrar Date