## **UNDERGRADUATE TRANSFER COURSE APPROVAL** The College of Saint Rose

## Instructions for using this form

- 1) Fill out the personal and proposed course information parts of the form and bring to Registrar's office to determine equivalency. Please use one form per proposed course.
- Have form signed by your Academic Advisor.
- Have the form signed by the appropriate Dean.\*
- 4) Bring form back to the Registrar's office for processing. If approved, we will e-mail your copy to your Saint Rose email address.

## **Transfer Policies**

- 1) Approved courses will be accepted for transfer provided a grade of "C-" or higher is earned and the course does not duplicate courses completed at Saint Rose. Courses cannot be taken on a Pass/Fail basis.
- Grades at other colleges are not calculated into your Saint Rose GPA and are not counted toward the 60 credit residency requirement.
- Several majors, minors, and concentrations have transfer restrictions. Please consult the college catalog for restrictions in your discipline.
- Proper placement scores are needed if you are requesting to transfer in a math or science course which requires the Math Placement exam.
- A maximum of 12 credits can be taken over the entire summer. This includes transfer courses and courses taken at Saint Rose.

Name	Student ID		Local phone number	
Proposed Course Information				
Name & Location of College	Semester & Year to be taken	<u></u>	Major and Concentration	
Course Prefix & Number Title		Credits	Saint Rose Equivalenc **Registrar Use Only**	
This course will be used to meet the follow	ing degree requirement (Check one):			
☐ Major ☐ Liberal Education	☐ Concentration ☐ Minor	□ Ger	neral Elective	
Briefly explain why you must take this cou	rse at another institution –			
Required Signatures				
	Date		Comments/Notes	
Required Signatures  Advisor	Date		Comments/Notes	
	Date		Comments/Notes	