

TRANSFER PRE-APPROVAL REQUEST

PERSONAL INFORMATION

Name _____ Student# _____
Last First Middle initial

Local Address _____ Phone _____
Street City State Zip

Permanent Address _____ Phone _____
(if different from above) Street City State Zip

Email _____

Major(s) _____ Advisor _____

Institution you plan to attend _____
Institution name City State

If going abroad, what is the US sponsoring institution _____
Institution Name Address

Term/Year of attendance _____

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



Please list the course number(s), title of course(s) in which you plan to enroll, and the number of Semester/quarter hours offered by the other institution. **PLEASE PROVIDE COPIES OF THE COURSE DESCRIPTIONS.**

COURSE INFORMATION

COURSE#	COURSE TITLE	CR HRS	WSC EQUIVALENT	TO BE USED FOR MAJOR/MINOR/GE/ELECTIVE
COMP 102	Composition II	3	COTH 202/3R	GE

I UNDERSTAND MY RESPONSIBILITIES, THE REGULATIONS AND OTHER INFORMATION PROVIDED ON BOTH SIDES OF THIS FORM.

Student's signature _____ Date _____

Advisor Sig. (if needed)* _____ Date _____

*Advisor signature needed only if taking major requirement in transfer

Reg. Services Signature _____ Date _____

Return this completed form to the Registration Services Office, Taylor 300

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INSTRUCTIONS

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

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 which classes will best suit your academic program.

Step 3 - Return to Registration Services. Submit this form and course descriptions to Registration Services, Ute Hall 131, 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.

Note: If you are not enrolled at Western State for fall or spring semester your Western accounts will be suspended until you are re-admitted. See leave of absence information below.

REGULATIONS

- ❖ 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 College. This includes non-passing grades.
- ❖ Courses from all other institutions 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" when the transcript indicates that a "satisfactory" or "pass" grade is equivalent to a "C-" grade or better.
- ❖ Western will NOT accept:
 - more than 60 hours in transfer from two-year colleges or 90 hours in transfer from 4-year colleges. The maximum that Western will accept is 90 semester credits.
 - credit or 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. This application will keep your Western email account active and will prompt us to mail you registration materials for your returning semester. 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 suite 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.

Return this completed form to the Registration Services Office, Taylor 300