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.
2) Have form signed by your Academic Advisor
3) Have the form signed by the appropriate Dean*
4) Bring form back to the Registrar’s office for processing. If approved, we will email your copy to your Saint Rose email address.

Transfer Policies

1) Approved courses will be accepted for transfer provided a grade of “C-“is earned and the course does not duplicate courses completed at Saint Rose. Courses cannot be taken on a Pass/Fail basis.
2) Grades at other colleges are not calculated into your Saint Rose GPA and are not counted toward the residency credit requirement
3) Several majors, minors, and concentrations have transfer restrictions. Please consult the college catalog for restrictions in your discipline.
4) Proper placement scores are needed if you are requesting to transfer in a math or science course which requires the Math Placement exam.
5) A maximum of 12 credits can be taken over the entire summer. This includes transfer courses and courses taken at Saint Rose.
6) It is the responsibility of the student to request that an official transcript be forwarded to The College of Saint Rose Registrar’s Office.

Personal Information

<table>
<thead>
<tr>
<th>Name &amp; Student ID</th>
<th>Local phone number</th>
<th>Major/Concentration</th>
</tr>
</thead>
</table>

Proposed Course Information

<table>
<thead>
<tr>
<th>Name &amp; Location of College</th>
<th>Semester &amp; Year to be taken</th>
</tr>
</thead>
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<table>
<thead>
<tr>
<th>Course Prefix &amp; Number</th>
<th>Title &amp; Credit Hours</th>
<th>Saint Rose Equivalency</th>
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</thead>
</table>

This course will be used to meet the following degree requirement (Check one):

- [ ] Major
- [ ] Liberal Education
- [ ] Concentration
- [ ] Minor
- [ ] General Elective

Briefly explain why you must take this course at another institution –


Required Signatures

<table>
<thead>
<tr>
<th>Student</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advisor</td>
<td>Date</td>
</tr>
</tbody>
</table>

*Dean

Registrar

Comments/Notes

*For Major, Liberal education or General Elective courses see the Dean of your school.
*For Minor or Concentration courses, see the Dean that oversees that subject area.