

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 the form signed by your Academic Advisor.
- 3) Have the form signed by the appropriate Dean.*
- 4) Bring the 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) **Only pre-approved courses will be accepted for transfer. Courses will not be transferred in without a completed form on file.**
- 2) 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.
- 3) Grades at other colleges are not calculated into your Saint Rose GPA and are not counted toward the residency credit requirement.
- 4) Several majors, minors, and concentrations have transfer restrictions. Please consult the college catalog for restrictions in your discipline.
- 5) Proper placement scores are needed if you are requesting to transfer in a math or science course which requires the Math Placement exam.
- 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

<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/>	<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/>	<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/>
Name & Student ID	Local phone number	Major/Concentration

Proposed Course Information

<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/>	<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/>	
Name & Location of College	Semester & Year to be taken	
<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/>	<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/>	<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/>
Course Prefix & Number	Title & Credit Hours	Saint Rose Equivalency <small>**Registrar Use Only**</small>
<p><u>This course will be used to meet the following degree requirement (Check one):</u></p> <p><input type="checkbox"/> Major <input type="checkbox"/> Liberal Education <input type="checkbox"/> Concentration <input type="checkbox"/> Minor <input type="checkbox"/> General Elective</p>		
<p><u>Briefly explain why you must take this course at another institution –</u></p> <hr style="border: none; border-top: 1px solid black; margin-top: 10px;"/>		

Required Signatures

<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/>	<u>Comments/Notes</u>	
Student		<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/>
Date		
<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/>		<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/>
Advisor		Date
<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/>	<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/>	
*Dean	Date	
<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/>	<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/>	
Registrar	Date	
<p>*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.</p>		