

**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. Be sure to attach a course description for the proposed course. 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 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.
- 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) It is the responsibility of the student to request that an official transcript be sent to The College of Saint Rose Registrar's Office upon course completion.

**Personal Information**

<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> Name	<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> Student ID	<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> Local phone number
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**Proposed Course Information**

<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> Name & Location of College	<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> Semester & Year to be taken	<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> Major and Concentration	
<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> Course Prefix & Number	<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> Title	<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> Credits	<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> 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;"/> Advisor <span style="float: right;">Date</span>	<b><u>Comments/Notes</u></b>
<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> *Dean <span style="float: right;">Date</span>	
<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> Registrar <span style="float: right;">Date</span>	
<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>	