



Transfer Course Approval Process Frequently Asked Questions

Why didn't x class transfer in?

Possible reasons:

- The course grade was below a C-
- The course was a preparatory class (not college level)
- The institution where the course was taken was not regionally accredited
- The course needs departmental approval to transfer in (marked with DA on student's transcript)
- Credit limits have been reached:
 1. 64 credits from a 2-year school (Community College)
 2. 90 credit from a 4-year school or combination of both 2 year and 4 year

How do my credits apply to my degree?

Dependent on individual student situation.

- Students should work closely with their academic advisor to determine applicability.
- Students can view their Degree Progress Report via the Student Hub to see how courses apply to their program

Why isn't X class(es) fulfilling X requirement(s)?

- College level courses from regionally accredited institutions that students pass with a C- or better are brought in as general electives when no MSU Denver equivalent class is determined during the official evaluation.
- These are listed as 8000 (lower division) and 9000 (upper division) courses. These general elective courses usually do not come in with a general studies attribute without departmental approval.

Can X class(es) fulfill X requirement(s)?

- Submit course syllabus and transfer approval form to have the course reviewed by appropriate academic Chair.

How do I get a course description or syllabus?

Course descriptions can be obtained from the transfer school's website. Archived course descriptions can usually be obtained from the school's Registrar's Office.

Syllabus information can be obtained by contacting the department that offered the course at your previous school with:

- Course Subject, Course Number, Course Title
- Year and term the course was taken,

Most departments should be able to send an archived copy.

The syllabus does not need to be from their specific professor if it is the general syllabus from the term the class was taken and includes the student learning outcomes.

Where can I get the Transfer Course Approval form?

The Registrar's Office [Forms web page](#)

What if my transfer course doesn't have an MSU Denver departmental designation (i.e., HUM/LAS courses)?

Students who are seeking general studies credit for courses that do not have an MSU Denver departmental prefix should be submitted to the Chair of the General Studies Committee. For the 2019-20 academic year, that is Dr. Gabrielle Katz gkatz@msudenver.edu

What if I want global diversity credit for a course that doesn't have a MSU departmental designation?

Those courses also go to the Chair of the General Studies Committee. For the 2019-20 academic year, that is Dr. Gabrielle Katz gkatz@msudenver.edu

What if I want multicultural credit and my course doesn't have a designated MSU Denver department?

Students seeking multicultural designation for any courses that don't have a MSU Denver departmental home should contact the Multicultural Committee Chair, Dr. William Carnes wcarnes1@msudenver.edu

****IF A COURSE IS DENIED****

Why?

Depends on course review and comments from Chair –it is usually that the student outcomes that would be met in an MSU Denver class weren't met in the transfer class

Do I have another transfer class that might work for that requirement?

Possibly; students should work with an academic advisor to see which courses will fulfill specific requirements.

What class(es) should I take to fulfill those requirements?

- Students should work closely with their academic advisor to determine which courses are needed for their program.
- Students can view their Degree Progress Report via the Student Hub to see how courses apply to their program