

## Transfer Course Approval Form

**Name:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_ **Student ID#:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**Transfer Institution (Where course was taken):** \_\_\_\_\_

**Transfer Course (Prefix, Number, Title):** \_\_\_\_\_

**Credits:** \_\_\_\_\_ **Check One:**    **Semester Hours**                      **Quarter Hours**

**Date:** \_\_\_\_\_

*NOTE: The student may be asked to provide a syllabus, catalog course description, or similar form of documentation from the transfer institution to support the claim. Providing this documentation upfront will ensure a timely transcript evaluation process.*

### Transfer Course Approval Steps

1. Student completes top portion of this document in consultation with MSU Denver Advisor.
2. Student delivers form to the corresponding academic department at MSU Denver.
3. Appropriate Chair or Dean completes bottom portion of this document.
4. Appropriate Chair or Dean submits form via email ([transcripteval@msudenver.edu](mailto:transcripteval@msudenver.edu)) to the Office of the Registrar.

**Departmental Use Only:**

***The following apply for all students unless otherwise indicated below*** (check all applicable statements):

This course is equivalent to this MSU Denver Course: \_\_\_\_\_

This course may be used as a General Elective using the Prefix\*: \_\_\_\_\_

This course may be applied to General Studies\* category: \_\_\_\_\_

This course satisfies the Multicultural\* requirement.

This equivalency decision is for this student only.

This course is not considered equivalent to any MSU Denver course and will not transfer.

**Approver Name:** \_\_\_\_\_ **Dept:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Approver Signature** \_\_\_\_\_

\*Courses not associated with a particular MSU Denver Program may qualify as general electives under one of the following school prefixes. BUS, LAS, SPS. Approval for these courses must be obtained through the appropriate Dean's office rather than the Department.

\*Acceptance for General Studies or Multicultural credit is restricted to the Chair or a Department offering a comparable course that counts as General Studies or Multicultural. If the course is not compatible to an existing MSU Denver course, or does not correspond to a given department, the decision is made by the General Studies or Multicultural committee chair, as applicable.