



## Transfer Course Approval: Course Information

**Transfer courses with no direct equivalency** at MSU Denver are transferred as general electives listed as 8000 (lower division) and 9000 (upper division) courses.

In most cases these courses may not automatically fulfill general studies or major requirements without approval from the appropriate academic departments. Transfer students should request that their transfer courses be reviewed to fulfill these requirements.

**When students have a transfer course to be reviewed, they should submit a syllabus and transfer course approval form to the Chair of the academic department under which their transfer course was brought in (i.e., a biology course would go to the Biology department).**

### To obtain a course syllabus:

Students can contact the department that offered the course at the 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.

### The transfer course approval form is on the Registrar's forms site

<https://msudenver.edu/media/content/officeoftheregistrar/documents/currentwebforms/TransferCourseApproval.pdf>

### Students seeking General Studies or Global Diversity credit

For courses without a MSU Denver departmental home (typically LAS/HUM prefix) submit to the Chair of the General Studies Committee: Dr. Gabrielle Katz  
[gkatz@msudenver.edu](mailto:gkatz@msudenver.edu)

### Students seeking Multicultural designation

For any courses without a MSU Denver departmental home submit to the Chair of the Multicultural Committee: Dr. William Carnes  
[wcarnes1@msudenver.edu](mailto:wcarnes1@msudenver.edu)

Signed Transfer Course Approval forms can be sent to [transcripteval@msudenver.edu](mailto:transcripteval@msudenver.edu)