

# COURSE TRANSFER REQUEST FORM

800.977.8449 OR 251.981.3771 | FAX: 251.224.0575

STUDENT INFORMATION				
Name	First	MI	Last	
Address			City	State      Zip
Phone	(H)	(W)	(Cell)	Student ID #
Email			Degree Program: <input type="checkbox"/> AAS <input type="checkbox"/> BS <input type="checkbox"/> MS <input type="checkbox"/> MBA	Major:

**Instructions:** In the spaces below, list the course(s) you wish to transfer. Official transcripts should be requested from each institution in which a course is listed. Once official transcripts are received from the appropriate institution(s), we will process your request.

**Transfer Requirements:** Courses you wish to transfer must have similar content to those offered at CSU and must have been earned at a nationally or regionally accredited institution. Only those undergraduate courses on which a "C" (2.0) or better was earned, or graduate level courses on which a "B" (3.0) or better was earned will be accepted as transfer credit.

**Military Students:** If you are submitting AARTS, SMARTS or other military record, please support your request for exemption by entering the ACE Guide Number in the **Comparable Course #** column and the title as listed in the ACE credit recommendations on your transcript in the **Title** column. List the type of transcript (AARTS, SMARTS or other) in the **Institution** column and enter **N/A** in the **Grade** column.

**NOTE:** If Form is not properly completed, it will not be processed. Please make sure you fill out the CSU Course Number and Title below as well as the Comparable Course and where it was completed. If you have any questions concerning which CSU Course to list, please call (800) 977-8449 and ask to be transferred to the appropriate academic advisor, BEFORE you submit this form. If you wish CSU to consider more than four courses, please do not submit this form; instead, you must submit an In-Program Evaluation Request also located in the MyCSU portal. Official transcripts are required for consideration.

CSU COURSE		COMPARABLE COURSE		COMPLETED AT	
Course #	Title	Course #	Title	Institution	Grade

**Transcript or Military Record (Select one):**       Enclosed       On file at CSU       Have been sent to CSU by institution(s) listed above

### UNIVERSITY USE ONLY

CSU Course #	Approved <input type="checkbox"/> Yes <input type="checkbox"/> No	Reason for Non-Approval:
CSU Course #	Approved <input type="checkbox"/> Yes <input type="checkbox"/> No	Reason for Non-Approval:
CSU Course #	Approved <input type="checkbox"/> Yes <input type="checkbox"/> No	Reason for Non-Approval:
CSU Course #	Approved <input type="checkbox"/> Yes <input type="checkbox"/> No	Reason for Non-Approval:

<b>Evaluator:</b>		<b>Date:</b>	
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