



University of Colorado at Boulder

College of Arts and Sciences
Academic Advising Center
Director of Advising and Assistant Dean

Woodbury Arts and Sciences 109
Campus Box 290
Boulder, Colorado 80309-0290
(303) 492-5558
FAX: (303) 735-5519

Please read both sides of the attached Pre-Approval Form before filling it out. On the front side of the Pre-Approval Form, under regulations for transfer credit, is a list of the types of courses the College of Arts and Sciences will not accept. ***Make sure the form is filled out completely and signed or it will be sent back to you.***

The transfer credit evaluator in the Academic Advising Center will evaluate **up to six (6) courses** for **CORE**. For questions regarding major courses or help in selecting courses you want evaluated for **CORE**, see your academic advisor.

Once you are ready to turn in the Pre-Approval Form to the Academic Advising Center, attach an **official course description** printed directly from the web site (**do not cut and paste**) or photocopied directly from the course catalog. We will furnish you with an envelope to self address so we can mail the evaluated form back to you for your records. Processing takes approximately three (3) to five (5) weeks from the date **all of the complete and accurate information** has been received.

Thank You,

Academic Advising Center

**PROCEDURES AND REGULATIONS FOR TRANSFER OF CREDIT
For CU-Boulder Arts and Sciences Students Only**

Student: Please read carefully and check each item indicating that you have read and understand the following statements.

PROCEDURES FOR TRANSFER OF CREDIT:

- Upon completion of the transfer work, it is the student's responsibility to request that the transfer institution mail an official transcript to: Admissions Processing, University of Colorado 552 UCB, Boulder, CO 80309. Once the work has transferred contact your advisor for necessary follow-up.
- Note: Credits generally transfer as indicated on the final official transcript. Upper/lower division and number of quarter/semester credits completed are usually determined by the official transcript from the transfer institution. 1 quarter hour = .67 semester hour
- I have attached course description(s) for each course. Course descriptions must be printed directly from the web site or photocopied directly from the course catalog of the institution you are planning to attend.

REGULATIONS FOR TRANSFER OF CREDIT

- Courses will be considered for transfer only if earned with grades of "C-" or better at an accredited university or college.
- Though courses from other institutions may be fully transferable, use of transfer work in a degree program is subject to all limitations on course work specified in the Arts & Sciences section of the CU catalog and subject to final approval by the Dean's Office in consultation with faculty in the appropriate disciplines.
- We will NOT accept:
 - Remedial courses or those courses that are necessary to correct academic deficiencies in English, Math (includes some business math courses), Reading, Science or Developmental Reading.
 - Vocational-technical courses that are offered at two year institutions and proprietary institutions.
 - Religion courses that constitute specialized religious training or are of a doctrinal nature.
 - Credit earned through work experience or through a cooperative education program.
 - independent study
 - Outdoor leadership and related courses through Outward Bound, NOLS or similar programs.
 - Physical education activity courses.

Arts and Sciences students must complete a minimum of 45 credit hours in University of Colorado courses on the Boulder campus. Of these 45 credits, a minimum of 30 credits must be Arts and Sciences upper-division credit hours completed as a matriculated student in the College of Arts and Sciences at the University of Colorado at Boulder. At least 12 of these upper-division hours must be in the major. A maximum of 6 credit hours taken at other University of Colorado campuses (CU-Denver and CU-Colorado Springs) can be counted toward the minimum 45 credits required on the Boulder campus. Courses taken while on CU-Boulder study abroad programs, through CU-Boulder continuing education, or CU-Boulder correspondence courses are considered to be in residence.

Student athletes- Check with Athletic Academic Coordinator for NCAA verification.

NON-CU STUDY ABROAD

Students planning to go on a non-CU sponsored Study Abroad program: We are not able to pre-approve courses offered by non-CU programs. Courses taken through a non-CU Study Abroad program may or may not receive transfer credit and may or may not apply to remaining degree requirements. This course work will be evaluated only after we receive an official transcript with grades.

CU Boulder Arts and Sciences Transfer Credit Pre-Approval Form

1. STUDENT INFORMATION-Type the following information.

Name (Last, first)				Major(s)	
Student ID		Intended Graduation Date			
Current Street Address					
City, State, Zip				Phone	
Institution you plan to attend				Quarter/semester/other	
City where institution is located		Zip Code		Term/Yr Attending	

2. COURSE INFORMATION

Type the following for each course you plan to take. To be applied to the degree, courses must first be approved as transferable by AAC Dean's Representative. The determination of whether an approved course will apply to major requirements rests with the major department. Please note that students planning to be off campus any term other than a summer session need to file a Time Out Program application with the Registrar's office prior to leaving campus.

Dept. and Course Number (e.g. PHIL 1000)	Course Title (e.g. Intro to Philosophy)	# of credit Hours	Requirement to which you wish to apply the course (e.g. Ideals & Values, Econ major, elective)	(AAC Use Only) Course Equivalency	(AAC Use Only) Core/Major Area Met

Note:

If you are taking coursework to apply to core or non-major requirements, please take this form and the course descriptions to Woodbury 109 or fax to 303-735-5519.

If you are taking coursework to apply to your major(s)/minor(s), please take this form first to your major/minor department advisor. Application to major/minor is contingent on transferability, which will be assessed by then submitting the form to Woodbury 109.

STUDENT STATEMENT: I have read and understand my responsibilities, as well as all of the information on this form. I certify that the information given is correct.

I have attached course description(s) for each course. Course descriptions must be printed directly from the web site or photocopied directly from the course catalog of the institution you are planning to attend.

Student Signature: _____ Date: _____

3. FOR AAC USE ONLY

Major Department Advisor's Signature (if necessary) _____ Date _____

Dean's Representative, AAC _____ Date _____