Prior to filling out this form, please verify that the evaluations for these courses are NOT available on the website www.transferology.com.

To view courses on Transferology, follow these steps:

- **Visit** [http://www.colorado.edu/admissions/undergraduate/transfer/crediteval](http://www.colorado.edu/admissions/undergraduate/transfer/crediteval) and follow the instructions and links there to create an account.
- Once you are signed in at Transferology.com, you may begin adding courses to your account. We know it says to enter courses you have already taken, but you can also add any courses you may take in the future to find out if they will transfer to University of Colorado Boulder.
- Type the School Name of the institution where you plan to take classes, the term (semester or quarter) you plan to attend, and the department(s) of the course(s) you may be taking.
- Click on the + symbol by the course(s) you are planning to take. You may add as many courses from as many institutions as you wish.
- Once all courses are entered, click on the button above the list of courses.
- **University of Colorado Boulder** should appear at the top of the list of schools. Click on the button next to “University of Colorado Boulder.”
- Courses appearing in the “Matches” tab have been previously evaluated and will or will not transfer as indicated. Where available, click on the 📜 symbol for additional information about what requirements that course may apply toward. If you have further questions about how these courses might apply to your degree requirements, please consult your advisor.
- Courses appearing in the “Maybe” tab have not been evaluated for transferability to CU and may be entered on the Transfer Credit Pre-Approval Form. In some cases you may not see any results. That means no previous evaluation exists, and you may submit a pre-approval for that course.

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](http://www.colorado.edu/admissions/undergraduate/transfer/crediteval) 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 and Office of the Assistant Dean

Woodbury 109, 290 UCB

(303) 492-7885
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 checked that the courses to be evaluated are not "Matches" on the website www.transferology.com.

☐ 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 (or equivalent to 1.7 or better on a 4.0 scale) 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 and NON-US INSTITUTIONS

☐ Students planning to go on a non-CU sponsored Study Abroad program or study at a non-US Institution: We are not able to pre-approve courses offered at schools outside the US or by study abroad programs not approved by CU’s Study Abroad office. Such courses 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.

<table>
<thead>
<tr>
<th>Name (Last, first)</th>
<th>Major(s)</th>
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<tbody>
<tr>
<td>Student ID</td>
<td>Intended Graduation Date</td>
</tr>
<tr>
<td>Current Street Address</td>
<td>Primary Advisor:</td>
</tr>
<tr>
<td>City, State, Zip</td>
<td>Phone</td>
</tr>
<tr>
<td>Institution you plan to attend</td>
<td>Quarter/semester/other</td>
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<tr>
<td>City where institution is located</td>
<td>Zip Code</td>
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<td>Term/Yr Attending</td>
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</table>

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.

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

<table>
<thead>
<tr>
<th>Major Department Advisor’s Signature (if necessary)</th>
<th>Date</th>
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<th>Dean’s Representative, AAC</th>
<th>Date</th>
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