



# Pre-Approval Form – Undergraduate Transfer Credit Academic Advising Center

Administration Building, Room 108 ▼ ph 413-748-3379 ▼ fax 413-748-3937 ▼ academicadvising@spfldcol.edu

## BOX 1 – Student Information

See instructions on page 2

1

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

ID: \_\_\_\_\_

SC Box # or Current Mailing Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

\_\_\_\_\_

Advisor: \_\_\_\_\_

\_\_\_\_\_

Major: \_\_\_\_\_

## BOX 2 – Transfer Course Information – COURSE DESCRIPTION MUST BE ATTACHED (one course per form)

2

College/Univ.: \_\_\_\_\_ Sem/Year: \_\_\_\_\_

Dept.: \_\_\_\_\_ Course #: \_\_\_\_\_ Title: \_\_\_\_\_ Credits: \_\_\_\_\_

## BOX 3 – Student’s Purpose

It is the student’s responsibility to ensure that: 1) this is a course not previously taken (unless intended as a repeat), 2) the credit to be awarded is useful for his/her program, and 3) he/she will meet SC’s residency policy—60 credits earned at SC, including 15 of the last 30.

Student’s signature: \_\_\_\_\_ Date: \_\_\_\_\_

If approved, I intend to use the above course as (check one):  New credit

Repeat of: \_\_\_\_\_ (If intended as a repeat, the original grade will remain visible on the SC transcript but come out of the grade point average.)  
Dept/Course code

3

I intend it to fulfill (check all that apply):

- Elective credit
- GenEd requirement Specify category: \_\_\_\_\_
- Major requirement Specify requirement: \_\_\_\_\_
- Minor requirement Specify requirement: \_\_\_\_\_ Specify minor: \_\_\_\_\_

Note: Education licensure students must also complete a Program Component Waiver Form for any course they wish to transfer that is specified as a requirement for their content major or their education program.

## BOX 4 – Advisor’s Signature (and Chairperson’s, if applicable)

I support the above course for transfer credit award (check one):

- Pending its equivalency to: \_\_\_\_\_  
Dept/Course code, requirement, or GenEd category
- As elective credit

**Advisors and Chairpersons:  
Please see note on page 2**

4

Advisor’s signature: \_\_\_\_\_ Date: \_\_\_\_\_

Major/minor Chairperson’s signature (only needed if course is intended to fulfill a major or minor requirement):

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

Note: The Academic Advising Center will determine equivalency with the department offering the course, if necessary. Pre-approval is not granted until signed by the Academic Advising Center’s representative.

## BOX 5 – Academic Advising Center Pre-Approval (requests from SHS students are evaluated by the Registrar’s Office)

The above course:

- If successfully completed, IS approved for transfer, as SC equivalency \_\_\_\_\_  
It can be used for:  Elective credit
- Major/minor requirement \_\_\_\_\_
- GenEd credit for \_\_\_\_\_
- A repeat of \_\_\_\_\_
- Is NOT approved for transfer

5

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Processed in Pre-Transfer Work

Note: The course must be successfully completed with a C- or better to transfer. The grade is recorded as a P (pass) on the SC transcript. The grade received WILL NOT be calculated into a student’s grade point average. Credit is not awarded until an official transcript is sent to the Registrar’s Office by the host college/institution in a sealed envelope. Inquiries about whether transcript has been received should be directed to the Registrar’s Office, 413-748-3530.

Copy to: \_\_\_ Student \_\_\_ Advisor or Dept. Chair \_\_\_ Advising Center Original to: \_\_\_ Registrar 11-9-11 AAC

# Instructions for Completing the Transfer Credit Pre-Approval Form

Note: This form should only be completed for courses not yet taken.

- If you wish to have courses you've already taken evaluated for possible transfer credit, simply have an official transcript sent to the Academic Advising Center (or Registrar's Office for SHS students).
- If you wish to have transfer credit already granted re-evaluated, contact the Academic Advising Center (or Registrar's Office for SHS students).

**Step 1** – Fill out Box 1 with your own contact information.

**Step 2** – In Box 2, identify the course you wish to take and where you wish to take it. Fill out one form for each course you wish to be approved.

- If you need help choosing a course, contact your advisor or your chairperson.
- The college or university *must* be regionally accredited (by NEASC, MSACS, NCACS, NWASC, SACS, or WASC). Most non-profit four-year and community colleges *are* regionally accredited—check the college's main web page if you're not sure. Most trade, vocational, and for-profit schools are *not* regionally accredited.
- In order to be considered for approval, the coursework must be college-level and eligible for degree credit at the offering institution. Remedial courses are *not* eligible for transfer credit. (At many colleges, courses numbered lower than 100 are considered remedial.)
- On-line courses (if they meet the criteria above) can be eligible for transfer credit.

**Step 3** – In Box 3, tell us how you plan to use the course. Make sure to answer both questions (new or repeat credit and what you wish it to fulfill). Sign your name acknowledging that you have read your responsibilities as well as the transfer credit policy outlined in the “Note” below Box 5.

**Step 4** – For Box 4, get your advisor's signature and, if applicable, your chairperson's.

- If you intend to use the course for a major requirement, you also need your chairperson's approval and signature.
- If it's for a minor requirement, you need the chairperson of your minor department to sign it.

**Note to ADVISORS and CHAIRPERSONS** – You *MUST* indicate whether your approval is:

- **Pending equivalency\***: necessary if the intent is for the transfer course to fulfill a specific requirement or GenEd category. The Academic Advising Center staff determines actual equivalency, and will consult with additional chairpersons if necessary (e.g., the chair of the department housing the course). If the course is not considered equivalent to the specified requirement, you and the student will be notified.
- **Elective credit**: less restrictive for the student.

**If you intend a course to be a substitute for a major requirement**, please have the student also fill out a substitution form.

\* A course equivalency substantially matches the SC course description in content.

**Step 5** – Bring the form to the Academic Advising Center (or to the Registrar's Office if you're an SHS undergraduate).

- A copy will be mailed to you, informing you whether or not the course is approved for transfer.
- Make sure you read the small print regarding your responsibilities.

***It may take as many as two weeks to fully determine equivalencies—  
submit your request as soon as possible.***