

UNDERGRADUATE TRANSFER COURSE APPROVAL
The College of Saint Rose

Instructions for using this form

- 1) Fill out the personal and proposed course information parts of the form and have it signed by your Academic Advisor. Please use one form per proposed course.
- 2) Have the form signed by your Academic Advisor.
- 3) Have the form signed by the appropriate Dean.*
- 4) Email your copy to your Saint Rose email address.

Transfer Policies

- 1) **Only pre-approved courses will be accepted for transfer. Courses will not be transferred in without a completed form on file.**
- 2) Approved courses cannot be taken on a Pass/Fail basis.
- 3) Grades at other colleges are not calculated into your Saint Rose GPA and are not counted toward the residency credit requirement.
- 4) Several majors, minors, and concentrations have transfer restrictions. Please consult the college catalog for restrictions in your discipline.
- 5) Proper placement scores are needed if you are requesting to transfer in a math or science course which requires the Math Placement exam.
- 6) It is the responsibility of the student to ensure that all transfer requirements are met.

Personal Information

Proposed Course Information

Required Signatures