REQUEST FOR THE TRANSFER OF UNDERGRADUATE CREDIT TAKEN AFTER ADMISSION

To receive credit for a course taken at another accredited institution, you must obtain approval prior to registering for the course. Failure to do so could result in denial of the course credit. To facilitate this process, please attach a copy of the description of the course to be taken from the transfer college/university catalog.

PLEASE PRINT.

Section 1 – Must be Completed by Student

| NAME: __________________________ | MAJOR: __________________________ | BANNER ID 0 __________ |
| Number and Title of Course to be Taken: | | |
| Course Number | Course Title |
| Name of Transfer Institution: __________________________ | Number of Credits of Transfer Course: ________ |
| Semester to be taken (Check One): | Summer | Fall | Spring | Intersession | Year |
| Transfer Institution Credit System (Check One): | Semester Hours | Quarter Hours | +Quarter hours are not equivalent to BSU semester hours and will convert to a lesser number of credits. |

I have reviewed my degree audit and take full responsibility for transferring course(s) after admission. I understand that of the 90 credits that may be accepted in transfer by Bridgewater State University and applied to the baccalaureate degree, only 69 credits will be accepted from two-year institutions. Grades for courses taken at an institution other than Bridgewater State University are not used in computing the student's GPA. A minimum grade of "C-" is required for transfer of credits. It is my responsibility to have an official transcript of this course sent to the Registrar's Office at BSU upon course completion.

Signature of Student: __________________________ Date __________

Section 2 (Choose one: A, B or C) – Must be completed by student

____ A) Transfer course with a BSU equivalent:

This transfer course is being requested as an equivalent, in course content, to the following BSU Course:

| BSU Course Number | BSU Course Title |

____ B) Transfer course with no BSU equivalent for which CORE credit is being requested:

Proposed CORE: __________________________

Dean Approval: □ Approved □ Denied Comments: __________________________

Signature of Assoc. Dean of Humanities & Social Sciences __________________________ Date __________

Signature of Dean of Mathematics and Sciences (as appropriate) __________________________ Date __________

____ C) Transfer course with no BSU equivalent for which free elective credit is being requested.

(Credit would be applied as elective credit only toward the 120 total credits needed for graduation.)

Section 3 – Signatures must be obtained by student:

□ Approved □ Denied __________________________ Date

(Signature of BSU Chairperson of the Course)

□ Approved □ Denied __________________________ Date

(Signature of the Student’s Major Department Chairperson)

BOTH SIGNATURES ARE REQUIRED.

Please return this form to: REGISTRAR’S OFFICE, BOYDEN HALL, ROOM 003, once signatures are obtained. RO – Last revised 05/15.