

## Transfer Agreement

Used by students who want to take class at other colleges and transfer it back in.

**Name** \_\_\_\_\_ **Student ID#** 700- \_\_\_\_\_ **Major** \_\_\_\_\_  
**Anticipated Graduation Date** \_\_\_\_\_ **Year of MSC Catalog used:** \_\_\_\_\_ **Status During Exchange:**  Sophomore  Junior  Senior  
**Host Institution** \_\_\_\_\_ **City** \_\_\_\_\_ **State** \_\_\_\_\_  
**Dates Attending: (MM/YY)** \_\_\_\_\_ / \_\_\_\_\_ - \_\_\_\_\_ / \_\_\_\_\_  
**Semesters/Quarters Attending Host Institution:**  Fall  Winter  Spring  Summer  
**Calendar at Host Institution:**  Semester  Quarter (Note: Courses taken at a campus on a quarter calendar will receive two thirds the stated hour value. Ex. 3 qtr hrs=2 sem hrs)

Host Course Number	Title (Host Cat. Pg. #)	Host Credit Hours	MSC Course Equivalent (if possible)	MSC Credit Hours	General Education	Degree Distinction	Human Performance and Wellness	Major	Elective	Upper Division	Advisor's Initials
Example: HIST 110	U.S. History (Pg. 167)	3	HIST131	3	X						HT

- Verify the institution is accredited by the Regional Accrediting Commission of Higher Education. (See Registrar's Office for assistance.)
- Complete the form prior to enrolling in the courses.
- Course(s) **must** be approved by your advisor, the department head, and the Registrar's Office
  - **Do Not** register for the course(s) until all of the signatures are acquired.
  - Only the course(s) which received approval will transfer. If the approved course(s) are no longer offered at the host institution, approval for the new course(s) must be granted.
- Courses taken at Colorado Mesa University may not be repeated at another college for improvement of the original grade and course(s) taken at another college may not be repeated at Colorado Mesa University.
- Colorado Mesa University policy states that lower division courses (100 & 200) cannot be used for upper division courses (300 & 400).
- The completed course(s) need a "C" or higher. Any "P" or "S" grades must be equivalent to a "C" or higher.
- After completion of the course(s), an official transcript must be sent from the host institution directly to Colorado Mesa University.
  - **A transcript issued to the student will not be accepted.**

Advisor: \_\_\_\_\_ Date: \_\_\_\_\_ Department Head: \_\_\_\_\_ Date: \_\_\_\_\_

Student: \_\_\_\_\_ Date: \_\_\_\_\_ Registrar's Office: \_\_\_\_\_ Date: \_\_\_\_\_

**Office Use Only: CODE:** \_\_\_\_\_ **ACCR:** \_\_\_\_\_ **Input Date:** \_\_\_\_\_ **Initials:** \_\_\_\_\_ Revised July 22, 2011