Coursework Pre-Approval Request

Office of the Registrar
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http://www.cnsu.edu/office-of-the-registrar

INSTRUCTIONS

Complete this form to request permission to take classes outside of your CNU college. Use one form per semester/term.

1. Indicate the transfer course(s) you are requesting to be counted towards your CNU degree in the "Transfer Request" section.
2. Submit this form to the Office of Academic Affairs (OAA) for review. OAA will forwarded this completed form to the Registrar.
3. A final official transcript from the transferring institution must be sent to California Northstate University Office of the Registrar to the address at the top of this form.

STUDENT INFORMATION (please print clearly)

Name: _____
First Middle Last

CNU ID#: _____ **College/Program/Pathway:** _____ **Expected Graduation Year:** _____

TRANSFER REQUEST

I am requesting permission to take courses at the following college or university:

University/College to Attend: _____
Name of School City/State

During: ☐ Summer_____ (year) ☐ Fall_____ (year) ☐ Spring_____ (year) **Type of Term:** ☐ Semester ☐ Quarter

Course Type: ☐ Classroom ☐ Online **Taking Courses:** ☐ While on Leave ☐ While Taking CNU Classes

Transfer Course Description	Desired Outcome		OAA Review
Course #, Title, & # of Credits to be taken. Ex. ANTH123 Cultural Anthropology (3 credits)	**Major credit; Degree elective credit; course equivalency; Course repeat.** Ex: degree elective credit; Humanities GE requirement; MATH130 equivalent.	**Repeat Course? (Y/N)**	**Approved (Yes/No)** (Office Use Only)

- ◊ Transferring credit to fulfill a major requirement must be approved by the Office of Academic Affairs. A course description and/or syllabus may be requested in order to determine transfer eligibility. Courses must be taken at an accredited institution to be eligible for transfer.
- ◊ 1 quarter-system credit is equal to 2/3 of a semester credit. For example, a 5-credit quarter course may transfer for 3.35 semester credits and a 4 credit course may transfer for 2.68 credits.
- ◊ The CNU official transcript reflects awarded transfer credit, but not the final grade earned nor is the grade included in the student's grade point average (GPA) calculations. Re-taking courses at other institutions that were initially taken at CNU may satisfy degree requirements, but the CNU course grade and resulting impact on GPA remain unchanged.
- ◊ Enrollment status (i.e. full-time/part-time) is determined by CNU credits attempted only.
- ◊ Credit limits, allowable final grades, and transfer credit policies are listed in the CNU General Catalog under each college section.

By signing below, I certify that the information contained on this form and all supporting documentation is true and accurate.

Student's Signature: _____ **Date:**_____

(INTERNAL USE ONLY)

Evaluated Notes:

Registrar Use: Date Rec'd: _____ Official Transcript Rec'd Date:_____ Date Posted in CAMS _____