

# ADAMS STATE COLLEGE

C O L O R A D O<sup>SM</sup>

*Great Stories Begin Here*

## Petition for Approval of Transfer Credit

Name \_\_\_\_\_ I.D. # \_\_\_\_\_

Please print or type

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

Address: \_\_\_\_\_ Semester/Yr: \_\_\_\_\_

Signature next to each course indicates approval.

### Course(s) Proposed for Transfer

Course Title	# of Hours	ASC Equivalent Course(s)	Approved
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Reason for taking course(s) at institution other than Adams State College:

\_\_\_\_\_  
\_\_\_\_\_

A course(s) taken at another institution may not replace a grade for coursework taken at ASC. With prior approval, the course may substitute for a required course. If the course falls under the general education requirements, approval is needed from the Records Evaluator/CAPP Administrator. All other courses: Department Chair over subject area. The student should provide a course description and/or syllabus for each course.

Course(s) must be taken for a letter grade (A, B, C, D, F) unless excepted in writing by the Asst. Provost for Academic Affairs (APAA).

### Approval (subject to NOTES \* below)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
APAA (for aforementioned exceptions only)

\_\_\_\_\_  
Date

**It is the student's responsibility to request a final official transcript be sent to the Records Evaluator's Office upon completion of the course(s). Appropriate deadlines must be met when applicable.**

**NOTES\*:** This approval is contingent upon transfer(s) not conflicting with college policy regarding minimum hours earned at ASC, transfer credits, degree/program requirements, or residence requirements.

**Return this form to the Records Evaluator's Office (RH 188A) after receiving approval signatures.**

Original: student's file cc: Academic Advisor

rev: 2/10/04