



# Pre-Approval Form – Undergraduate Transfer Credit Academic Advising Center

Administration Building, Room 108 ▼ ph 413-748-3379 ▼ fax 413-748-3937 ▼ academicadvising@springfieldcollege.edu

## BOX 1 – Student Information

See instructions on page 2

1

Name: \_\_\_\_\_ ID: \_\_\_\_\_  
SC Box # or Current Mailing Address: \_\_\_\_\_ Phone #: \_\_\_\_\_  
\_\_\_\_\_ Advisor(s): \_\_\_\_\_  
\_\_\_\_\_ Major(s): \_\_\_\_\_

If you are in an educator licensure program, please identify which: \_\_\_\_\_

## BOX 2 – Transfer Course Information – COURSE DESCRIPTION MUST BE ATTACHED (one course per form)

2

College/Univ.: \_\_\_\_\_ Sem/Year: \_\_\_\_\_  
Dept.: \_\_\_\_\_ Course #: \_\_\_\_\_ Title: \_\_\_\_\_ Credits: \_\_\_\_\_

## BOX 3 – Student’s Purpose

3

If approved, I intend to use the above course as (check one):  New credit  
 A repeat of: \_\_\_\_\_  
Dept/Course code

(Your grade for transfer work will be recorded as a P/Pass on your SC transcript. If a repeat, the original grade will remain visible on your transcript, but be removed from your grade point average.)

I intend it to fulfill (check all that apply):  
 Elective credit  
 General Education requirement Specify category: \_\_\_\_\_  
 Major requirement Specify requirement: \_\_\_\_\_  
 Minor requirement Specify requirement: \_\_\_\_\_

Specify minor: \_\_\_\_\_

I understand it’s my responsibility to ensure that the credit I’m approved for: 1) will be useful for my program and 2) is for coursework I’ve not previously taken (unless intended as a repeat). I also understand that 3) I must pass the course with a C- or better (or higher grade if noted below), and 4) I must meet SC’s residency policy—60 credits earned at SC, including 15 of my last 30. After completion of the course, I will arrange for the offering college/institution to send an official transcript (in a sealed envelope) to the SC Registrar’s Office.

Student’s signature: \_\_\_\_\_ Date: \_\_\_\_\_

## BOX 4 – Advisor’s Signature (and Chairperson’s, if applicable)

4

I support the student’s intent in taking the course above. I understand that the Academic Advising Center staff will make the final determination of whether and how the course is transferable, consistent with routine evaluation of transfer credit, and in consultation with academic departments as appropriate.

Advisor’s signature: \_\_\_\_\_ Date: \_\_\_\_\_

Major/minor Chairperson’s signature (only needed if course is intended to fulfill a major or minor requirement):

\_\_\_\_\_ Date: \_\_\_\_\_

Please note any considerations or specific stipulations relevant to the student’s major (e.g., B- or better required, etc.) that the Advising Center staff should be aware of when evaluating this course:

## BOX 5 – Academic Advising Center Pre-Approval (requests from SHS students are evaluated by the Registrar’s Office)

5

The above course:

If successfully completed, IS approved for transfer, as SC equivalency: \_\_\_\_\_

It can be used for:

- Elective credit
- Major/minor requirement
- GenEd credit for: \_\_\_\_\_
- A repeat of: \_\_\_\_\_

Is NOT approved for transfer

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  Processed in Pre-transfer Work

Supplemental approval for Educator Preparation Students: \_\_\_\_\_ Date: \_\_\_\_\_

# Instructions for Completing the Transfer Credit Pre-Approval Form

*Note: This form should only be completed for courses NOT YET taken.*

- *If you wish to have courses you've ALREADY taken evaluated for possible transfer credit, simply have an official transcript sent to the Academic Advising Center (or Registrar's Office for SHS students).*
- *If you wish to have transfer credit already granted RE-EVALUATED, contact the Academic Advising Center (or Registrar's Office for SHS students).*

**Step 1** – Fill out Box 1 with your own contact information.

**Step 2** – In Box 2, identify the course you wish to take and where you wish to take it. Fill out one form for each course you wish to be approved (a lecture and lab may be combined on one form).

- If you need help choosing a course, contact your advisor or your chairperson.
- The college or university *must* be regionally accredited (by NEASC, MSACS, NCACS, NWASC, SACS, or WASC). Most non-profit four-year and community colleges *are* regionally accredited—check the college's main web page if you're not sure. Many trade, vocational, and for-profit schools are *not* regionally accredited.
- In order to be considered for approval, the coursework must be college-level and eligible for degree credit at the offering institution. Remedial courses are *not* eligible for transfer credit. (At many colleges, courses numbered lower than 100 are considered remedial.)
- On-line courses (if they meet the criteria above) can be eligible for transfer credit.

**Step 3** – In Box 3, tell us how you plan to use the course. Make sure to answer both questions (new or repeat credit AND what you wish it to fulfill). Read the section about your responsibilities, and then sign and date the form.

**Step 4** – For Box 4, get your advisor's signature (and, if applicable, your chairperson's).

- If you intend to use the course for a major requirement, you **ALSO** need your chairperson's approval and signature.
- If it's for a minor requirement, you need the chairperson of your minor department to sign it.

**Note to ADVISORS and CHAIRPERSONS –**

*How the course will transfer (equivalency, elective, etc.) is up to the Academic Advising Center's Transfer Coordinator (or designee) to determine. If you have a suggestion of how it should transfer, feel free to note that in the space for considerations. If it's determined that it's not a direct equivalency for a requirement, the student and you may wish to follow up with a substitution request to your dean.*

**Step 5** – Bring the form to the Academic Advising Center (or to the Registrar's Office if you're an SHS undergraduate). A copy will be mailed to you, informing you whether or not the course is approved for transfer and how it will come in—elective, equivalent to an SC course, etc. Remember it's your responsibility to ensure that the credit will be useful for your program.

***It may take as long as two weeks to fully determine equivalencies—  
submit your request as soon as possible.***