

## 10 Year Transfer Course Approval Form (Undergraduate)

Please complete this form and email to [transfer@mines.edu](mailto:transfer@mines.edu) from your official Mines email address.

Name \_\_\_\_\_ CWID \_\_\_\_\_  
 Mines Email: \_\_\_\_\_ Major: \_\_\_\_\_  
 Date \_\_\_\_\_

Courses more than 10 years old prior to the start of your program at Mines cannot be transferred unless that credit is reviewed and approved by the appropriate Mines academic department. To request review of course work, please fill out the information below and contact the appropriate academic department to begin the process.

**Note:** A separate form must be used for each separate academic department at Mines.

**Transfer Institution (Where course was taken):**

Name of Regionally Accredited Institution: \_\_\_\_\_ State/City \_\_\_\_\_

Course Completed (subject and number)	CSM Equivalent (subject and number)	Total Hours	Term Taken	Grade Received

**Reason for transfer request (why is course not being taken at CSM):** \_\_\_\_\_

*If the course is needed as a pre-requisite, a Registration Action Form will still be required until the course transfers.*

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

Department Head of Courses listed \_\_\_\_\_ Date: \_\_\_\_\_

Department Head of Degree Program: \_\_\_\_\_ Date: \_\_\_\_\_

*Department Head statement: Approval of these courses indicates that the content will suffice for the student's degree program to the standards of ABET curricular requirements.*

**CSM Registrar's Office Use:**

Approved  Denied  Employee Signature: \_\_\_\_\_

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