

Transfer Course Approval (TCA) Form (Undergraduate)

Name _____
Mines Email: _____
Date _____

CWID _____
Major: _____

Transfer Institution (Where course was/will be taken):

Name of Regionally Accredited Institution: _____ State/City _____
Course Title _____ Subject & Course No. _____
Term/Year Course Taken _____ Credit Hours: _____

Reason for transfer request (why is course not being taken at CSM?): _____

This course will be applied to (Choose only **one** option):

Free Elective - FREE 1XX

- Most courses that fulfill Free Electives requirements are typically freshman-level courses that include the words Introductory, General, or Survey in the title and are under normal arts & humanities or social science subject areas, such as art, geography, history, philosophy, sociology, etc.
- Vocational courses (such as carpentry, medical assisting, etc.) or remedial course courses will not transfer
- Most any academic course can transfer in as a Free Elective. If you're taking a course that meets the above guidance, there is no need to submit this TCA form; please submit this form for Free Elective approval only if you are uncertain.

Mid-level HASS Elective - HASS 2XX

To meet HASS Elective requirements, the transferring course must generally:

- Not have Introductory, General, or Survey in the course title or course description
- Have a sophomore or junior level designation (200- to 300-level courses at most institutions)
- Include an academic paper component that involves primary texts and deeper investigation of a subject area

Core, Major, Minor or Area of Special Interest (ASI) required course - complete the following CSM equivalent course information:

CSM Course Title _____
CSM Subject/Course No. _____ Credit Hours _____

NOTE: Most courses will require a **syllabus**. To expedite the review process by the academic department, please include a syllabus along with the TCA form when submitting your request.

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

IMPORTANT:

- *Courses must be completed with a grade of "C" or better. Please be aware that if a course does not apply to your current degree program, the course will not transfer.*
- An official transcript with a final grade for the course(s) must be submitted directly to the CSM Registrar's Office by the institution where the course was originally taken

Student Signature _____

Date _____

CSM Registrar's Office Use:

Approved

Denied

Signature: _____

Date: _____