

# ANOTHER INSTITUTION COURSE APPROVAL FORM

Western Connecticut State University

In requesting permission to take a course at another college or university, I recognize that to be transferable, my grade must be a "B" or better. I further understand the grade received will not be incorporated into my quality point average, but will appear on my record as transfer credit (T). When requesting approval, it is my responsibility to provide a catalog description of the course to the appropriate Program Coordinator and the Graduate Dean and to be certain that an official transcript is sent to the Division of Graduate Studies at Western.

Name \_\_\_\_\_ Date \_\_\_\_\_

Student ID # \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

Program and Degree \_\_\_\_\_

I request permission to take the following course:

Dept \_\_\_\_\_ Course # \_\_\_\_\_ Title \_\_\_\_\_ Cr \_\_\_\_\_

at College/University Name \_\_\_\_\_

Location \_\_\_\_\_ during year \_\_\_\_\_ (Circle One) Fall / Spring / Summer

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## TO BE COMPLETED BY PROGRAM COORDINATOR

Course will transfer as (check one) \_\_\_\_\_ program requirement \_\_\_\_\_ program elective

Transfer course equivalent:

Dept \_\_\_\_\_ Course # \_\_\_\_\_ Title \_\_\_\_\_ Cr \_\_\_\_\_

Program Coordinator Approval \_\_\_\_\_

Signature

Date

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## RECEIVED AND PROCESSED BY DIVISION OF GRADUATE STUDIES

Division of Graduate Studies \_\_\_\_\_

Signature

Date

This form must be filled out completely. Incomplete forms will be returned.

To be made out in duplicate

Original – Graduate Office Copy – Student

06-11-08