



**Office of the Registrar**  
 181 White Street, Old Main 102  
 Danbury, CT 06810  
 Phone: (203) 837-9200  
 Fax: (203) 837-9049  
[www.wcsu.edu/registrar](http://www.wcsu.edu/registrar)

## Permission to Take a Course at Another Institution

In requesting permission to take a course at another college or university, I recognize that to receive transfer credit I must earn a "C-" or better. I further understand the grade received will NOT be incorporated into my Western Connecticut State University quality point average (GPA), but will appear on my record as transfer credit (T). To earn a degree from WCSU, all transfer students must complete a minimum of 30 credits at WCSU prior to graduation. At least half the credits required in any major must be completed at WCSU. It is my responsibility to be certain that an official transcript is sent to the Registrar's Office at WCSU indicating a final grade for the course. Credit will not be given until this transcript is received.

I  
 Student \_\_\_\_\_ Date \_\_\_\_\_  
 Address \_\_\_\_\_  
 Telephone \_\_\_\_\_ E-mail \_\_\_\_\_  
 Major \_\_\_\_\_ Class \_\_\_\_\_ ID# \_\_\_\_\_

I request permission to take the following course:

Dept.	Course No.	Title	Credits
at _____			
<b>Name of college/University and Location</b>			
during year _____ (check one) Fall _____ Spring _____ Summer _____			
to fulfill <input type="checkbox"/> General Education Requirement <input type="checkbox"/> Major Requirement <input type="checkbox"/> Free Elective			
Western has a transfer articulation agreement with certain Connecticut schools. Our equivalency table lists those schools and our pre-approved transfer courses from those schools. (Equivalency table can be found at <a href="https://webapp.wcsu.edu/transfer/">https://webapp.wcsu.edu/transfer/</a> )			
Name and number of course this equates to at WCSU, if applicable.			
Dept.	Course No.	Title	Credits
Student signature _____			Date _____
<b><u>If the course meets the equivalency requirement, you need do nothing else. Submit this form to the Registrar's office</u></b>			
*****			
If the course is NOT on the equivalency table, please have your Chair fill out the following:			
_____ Approved for this instance only			
_____ Disapproved			
Department Chairperson signature _____			Date _____
(Academic Chair for department equivalent to course being transferred in)			
THIS FORM MUST BE FILLED OUT COMPLETELY. INCOMPLETE FORMS WILL BE RETURNED.			
*****			
<b>Received and processed by Registrar's Office</b>			
Signature _____			



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## TRANSFER CREDIT PROCEDURE

Continuing matriculated undergraduate students have the option to take a course at another institution and transfer the credits to Western Connecticut State University. However, students need permission to take a course at another institution BEFORE the course is taken. This permission ensures that the credit will be transferable back to WCSU.

Western has a transfer articulation agreement with certain Connecticut schools. Our equivalency table lists those schools and our pre-approved transfer courses from those schools. (Equivalency table can be found at <https://webapp.wcsu.edu/transfer/>)

### General Instructions

1. Courses considered for transfer credit must come from a regionally accredited institution.
2. A minimum grade of "C-" must be earned for the course to be eligible for transfer credit. NOTE: Certain degree programs have specific grade requirements for courses that are higher than a "C-." Therefore, this earned minimum grade would not allow the course to be transferred. Refer to your degree program for details.
3. The course will appear as transfer credit with a grade of "T" on your WCSU transcript. This action will not affect your WCSU GPA.
4. Courses that are transferred are not eligible for the "Course Repeat Policy" at WCSU.
5. Immediately after the course is completed, request to have the other school send your official transcript to our office for proper transfer credit entry. You will not receive credit until we have the official transcript.
6. Bring the approved **Permission to Take a Course at Another Institution** form with you to the other school when you register. The other school may require proof of prior approval.
7. If you change your mind and request approval for another course and/or at another school, please submit a new form for the new course and/or college

### Instructions for Pre-Approved Courses from the Equivalency Database:

1. If the school and course are listed on the equivalency table (<https://webapp.wcsu.edu/transfer/>) you need only fill out the first half of the form and send to the Registrar's office.

### Instructions for Courses Not in Transfer Equivalent Database:

If the course is **not** listed on the database as an approved equivalent course, then you must complete the following steps:

1. Fill out the entire **Permission to Take a Course at Another Institution** form (see other side).
3. Attach catalog or course description from the other school (indicate subject and course number).
4. Discuss your intentions with your academic advisor and submit the form to your Dean.
5. Submit the completed form to the Registrar's Office in Old Main.

The official transcript should be mailed to the following address:

Western Connecticut State University  
Registrar's Office, Old Main 102  
181 White Street  
Danbury, Connecticut 06810