

**COLORADO SCHOOL OF MINES**  
**Transfer Credit Prior/Post-Approval Form**  
**Undergraduate**

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

CWID \_\_\_\_\_ Classification: FR SO JR SR

E-mail \_\_\_\_\_ Major: \_\_\_\_\_

Anticipated Graduation Date \_\_\_\_\_

**COURSE TO BE TRANSFERRED:**

Course Name \_\_\_\_\_ Subject/Course No. \_\_\_\_\_

Name of Accredited Institution \_\_\_\_\_

Term/Year \_\_\_\_\_ Circle One: Semester Quarter Credit Hours \_\_\_\_\_

**EQUIVALENT CSM COURSE:**

Course Name \_\_\_\_\_ Subject/Course No. \_\_\_\_\_

Credit Hours \_\_\_\_\_ Requirement Fulfilled (✓): Major \_\_\_\_\_ Core \_\_\_\_\_ Free Elective \_\_\_\_\_

Reason for transfer request (why was course not taken at CSM): \_\_\_\_\_

**IMPORTANT:** *Courses pre-approved for transfer must be completed at an accredited institution with a "C" grade or better. If the course has not been pre-approved, there is no guarantee that the work will be accepted at Mines.*

**Note:** *Certain departments may require additional course information (i.e. Syllabus, course descriptions, etc.)*

**PRIOR-APPROVAL (MUST BE SIGNED BY CSM, WHETHER PRIOR OR POST APPROVAL)**

**1) Approval from the Colorado School of Mines department in which the CSM course is taught:**

CSM Dept. Head/Div. Director \_\_\_\_\_ Date \_\_\_\_\_

**2) Approval from the student's major department at CSM:**

I accept responsibility for ensuring that the academic program, which results from this course substitution meets ABET engineering criteria\* and conforms to the curricular policy statements established by the BOT. (\*Applies only to those programs accredited by ABET)

CSM Dept. Head/Div. Director \_\_\_\_\_ Date \_\_\_\_\_

**3) Approval from CSM Registrar's Office:**

CSM Registrar \_\_\_\_\_ Date \_\_\_\_\_  
Acting as representative for Academic Affairs

**NOTE: An official transcript with a grade for the course noted above must be submitted to the CSM Registrar's Office before credit is posted to the student's record.**

**POST-APPROVAL: PHYSICS COURSES ONLY**

**Final approval for transfer credit is required for Physics courses transferred to Mines.**

CSM Dept. Head/Div. Director \_\_\_\_\_ Date \_\_\_\_\_