

Transfer Credit Request (Undergraduate)

Name: _____ Student ID: _____

Email Address: _____@SouthernCT.edu Phone Number: _____

Semester: Fall Winter Spring Summer Year: _____

Name of College /University where course will be taken: _____

Is this the last course(s) you need to graduate? Yes No

Please note: It is the student's responsibility to ensure that the course(s) taken will meet their Southern Connecticut State University program requirements.

College/University Course (To be completed by student)		
Subject & #	Title	Credits
_____	_____	_____
_____	_____	_____

SCSU Equivalent (To be completed by department/office)		
Subject & #	Title	Credits
_____	_____	_____
_____	_____	_____

Students requesting a transfer credit approval for courses in [Economics](#), [Finance](#), [Management](#), [Business Information Systems](#), [Mathematics](#), or [World Languages & Literatures](#) must first obtain academic Department approval; otherwise, please submit the form directly to Transfer Student Services for approval.

Academic Department Approval:

(if required)

Date: _____

1. This form is for matriculated undergraduate students only, who must be in good academic standing at Southern Connecticut State University, with a cumulative GPA of at least 2.00.
2. If you are not currently registered for any courses at Southern Connecticut State University, please also submit a [Leave of Absence](#) form to maintain your matriculation status while attending another institution.
3. Only courses completed at regionally accredited colleges or universities with grades of "C-" or better can be transferred. Students will not receive duplicate credit for any course in which they have already earned credit, and transferred credits are not computed into your cumulative GPA.

Student Signature: _____

Date: _____

Note: Students may create a digital ID using their SCSU email by clicking the signature block above, or the form may be accepted as an attachment from their SCSU email account.

TRANSFER SERVICES OFFICE USE ONLY

Approved Rejected GPA: _____ Processed By/Date: _____