**Central Connecticut State University**
**Office of the Registrar**

# Undergraduate Transfer Credit Approval

Student Name:_____ Student ID Number: _____

Name & Location of Host Institution:_____ Semester Attending: _____

This form is to be used by current CCSU undergraduate students and must be completed in its entirety and submitted to the Office of the Registrar before the course is taken. Please refer to the CCSU catalog for transfer credit policies and the transfer course equivalency database. Graduate level course work will not be considered for transfer credit.
**An email will be sent to your CCSU account with a copy of the approved form**.

| **Transferring Credits *(to be completed by student):*** | | | **CCSU Course Equivalents *(to be completed by Registrar Staff):*** | | | |
|---|---|---|---|---|---|---|
| Subject & Course # | Title | # of Credits | Subject & Course # | Title | # of Credits | Gen Ed Credit |
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## Transfer Credit Policy & Procedures:

- A minimum grade of C- must be earned for a course to be eligible to transfer to CCSU and transfer courses will not affect your CCSU GPA.
- Transfer credit is based on current course equivalencies.
- Consult with your academic advisor for use of course and credit in your program.
- It is the student's responsibility to ensure that courses taken at another institution will meet CCSU program requirements.
- **Repeated Couse Work:** Credit is only earned once when a course (or equivalent) is repeated. If you transfer a course to CCSU that you have already earned credit for, you will not earn additional credit. Review your CCSU transcript and the course description in the CCSU Catalog prior to enrolling at the host institution.
- An official transcript must be sent electronically to the **CCSU Office of the Registrar** immediately after the course has been graded – regstaff@ccsu.edu.

*By signing below, you acknowledge that you have read and acknowledge all applicable policies and procedures.*

_____ _____

Student Signature Date CCSU Transfer Credit Evaluator Approval Date

Submit the completed form to:
Office of the Registrar, Willard-DiLoreto, Room D202
Fax (860) 832-2250, E-mail regstaff@ccsu.edu