



**Appeal Procedures
TRANSFER COURSE EQUIVALENCY PRE-APPROVAL**

Students may request a pre-approval of their transfer courses if the course in question does not have a current equivalency established by CSU showing on [Transferology](#).

Step1: Check Transferology to determine if the course in question has been evaluated and is listed with a direct equivalency. If no, then this form will be required.

Step 2: Fill out the Transfer Course Equivalency Pre-Approval form. You will need to provide a copy of the course description or a course syllabus along with the form to the CSU Teaching Department of the course.

Step 3: Call the CSU Teaching Department and indicate that you have a Course Equivalency Pre-approval form that needs to be reviewed. Ask the department for what their process is for dropping of this form as you may be required to make an appointment.

Step 4: Leave your form with the CSU Teaching Department. Once reviewed the completed form should be sent to:

*Office of the Registrar
Centennial Hall
1063 Campus Delivery
registraroffice@colostate.edu,
(970)491-4680, fax: (970)491-2283*



REQUEST FOR TRANSFER COURSE EQUIVALENCY PRE-APPROVAL FORM

*SECTION A (To be completed by student--please print or type

Name: Last, First, Middle
Major(s)
Host Institution You Will Attend

CSUID Number
Intended Term & Year of Graduation
Term & Year You Will Attend

SECTION B (To be completed by teaching department)

The course(s) listed below do not have a current equivalency established by CSU showing on Transferology. As a result, the student noted above has requested a pre-evaluation of one or more transfer courses. Based on course description/syllabus information provided by the student, I authorize the following equivalencies for each course listed below:

List the course numbers and titles of the courses you plan to enroll in at the host institution you will be attending.

Table with 8 columns: Course Number, Transfer Institution Title, CSU Equivalent or AUCC Requirement, # of Transfer Credits, Teaching Dept**, Printed Name from Teaching Dept**, Signature of Teaching Dept**, Applies to all or This Student ONLY (check one). Includes example row for ANTH3.

** This must be signed by the CSU Teaching Department Head or Designee that teaches the course you are transferring back to CSU.

PRINTED Name of Teaching Department Head or Designee DATE

SIGNATURE of Teaching Department Head or Designee