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
ro_registrarsoffice@mail.colostate.edu,
(970)491-4860, fax: (970)491-2283

COLORADO STATE UNIVERSITY

REQUEST FOR TRANSFER COURSE EQUIVALENCY PRE-APPROVAL FORM

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

Name: Last, Preferred First, Middle

CSUID Number

Pronouns (Optional)

Major(s)

Intended Term & Year of Graduation

Host Institution You Will Attend

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.*

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)
EX: ANTH3	*Social Anthropology*	*APCC100*	*3 Credits*	*Anthropology*	*John Doe*	*John Doe*	All students ☐ / This student ☐
							All students ☐ / This student ☐
							All students ☐ / This student ☐
							All students ☐ / This student ☐
							All students ☐ / This student ☐

** 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

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