



TRANSFER COURSE APPROVAL

Please check with the Registrar's Office to determine if courses have already been approved. If not previously approved:

- Complete this form
- Attach a course description from the institution
- Meet with the department chair for approval
- Return the signed form to the Registrar's Office

Name: _____ Date: _____

Student ID#: _____ Phone: _____

Transfer Institution: _____

Transfer Institution term type: Semester Hours _____ Quarter Hours _____

Course 1:

Course ID# & Title from transfer institution: _____

Pacific equivalency or substitution: _____

Course 2:

Course ID# & Title from transfer institution: _____

Pacific equivalency or substitution: _____

Course 3:

Course ID# & Title from transfer institution: _____

Pacific equivalency or substitution: _____

Information to be completed by Department Chair:

Is the course equivalent? Yes No

If yes, will the course be equivalent for all students? Yes No

Dept. Chair Approval: _____