

TRANSFER COURSE PERMISSION

**WESTFIELD STATE UNIVERSITY
OFFICE OF THE REGISTRAR**

Students must receive prior-approval to take courses at other institutions once enrolled at WSU. Beginning with courses completed after September 1, 2012, transfer courses will no longer affect the institutional GPA and students can no longer repeat a WSU course with a transfer course. Only grades of “C-” or better are acceptable for transfer and posting to student record. Permission is granted by the Department Chair responsible for running the course at WSU and your major department chair to verify residency requirements. Permission to take this course should be received prior to registering for the course at the host institution to ensure transferability before payment. Students can receive a maximum of 90 transfer credits (pre and post-matriculation) toward their bachelor’s degree; of the 90 credits a maximum of 67 can be from a community or two-year college. Some departments may have different maximums toward the awarding of major requirements in transfer, please consult the University *Bulletin*.

STUDENT NAME: _____ MAJOR(S): _____ ID: _____

COURSES TO BE TAKEN AT: _____ YEAR: _____

COURSES TO BE TAKEN DURING THE FOLLOWING TERM: SPRING ____ SUMMER ____ FALL ____ WINTER ____

Transfer Course Number/Title	WSU Equivalent	Approved as	Initials of WSU Subject Chair
		<input type="checkbox"/> Approved as permanent course substitution <input type="checkbox"/> Approved as substitution for this student only	
		<input type="checkbox"/> Approved as permanent course substitution <input type="checkbox"/> Approved as substitution for this student only	
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Approval of Student’s Major Department Chair: _____ DATE: _____
 (Please remember to verify departmental and/or major residency requirements.)