

THE COLLEGE

COURSE APPROVAL FORM



UNIVERSITY of ROCHESTER

Please see the instructions on next page before proceeding.

Name _____ Student ID # _____ Class of _____ Date _____

College where course(s) taken (OR study abroad program) _____

Semester and year taken _____

Course Subject/Number and Title <i>(ex: MTH 161 Calculus I)</i>	DEPARTMENT OR OFFICE USE ONLY			
	UR Course Equivalent (if applicable)	Elective Approval (SEE REVERSE) (PRINT NAME & INITIAL)	Major/Minor Approval (PRINT NAME & INITIAL)	Comments (SEE REVERSE)

STUDENTS: Complete top portion of form and list college/course(s) information. Email form as attachment to authorized approver in appropriate department/office. See instructions for detail on email contact for approvers.

AUTHORIZED APPROVERS: Type name in appropriate approval box and assign UR course equivalent if appropriate. Submit completed form as attachment to ccasrec@ur.rochester.edu with cc: to the student for their copy.

HOW TO TRANSFER COURSE WORK
(For Undergraduates Who Expect to Earn a Degree from The College)
<https://www.rochester.edu/college/ccas/handbook/index.html>

To ensure that the course(s) you decide to take elsewhere transfer back to the University of Rochester, just follow the Instructions outlined below.

- Obtain a description of the course(s) you want to take from the catalog, bulletin, or website of the school you plan to attend. Some departments may require syllabi. (No approvals are needed for UR summer courses). For courses at Monroe Community College (MCC), please consult the MCC Master List here: <https://www.rochester.edu/college/ccas/assets/pdf/mccmasterlist.pdf>.
- The general faculty policy is that courses that are similar in content to courses offered by UR will transfer. Students cannot earn credit for a similar course already successfully completed here.
- List the courses you may want to take on the reverse, attach the course descriptions, and seek approval as follows: **To approve – faculty members must type their name in the appropriate approval box.**
 1. **Elective courses** - Email form as attachment to ccasrec@ur.rochester.edu for elective approval. . **Note: Courses may not be transferred into Clusters.**
 2. **Courses taken on a study abroad program** require approval from the Center for Education Abroad. Email form as an attachment to CEAAdvisors@rochester.edu
 3. **Courses for the Major or Minor** must be approved by the authorized faculty member in the appropriate department. A list of faculty who approve transfer credit on behalf of their departments is available online at:
<https://www.rochester.edu/college/ccas/undergraduate/curriculum/authorized-approval-list.html>
- Upon completion of the course(s), ask the Registrar at the other school to send an official transcript to: Office of Academic Records, Lattimore 312, University of Rochester, Rochester, NY 14627-0402. Electronic transcripts should be sent to ccasrec@ur.rochester.edu (**If these courses are part of a study abroad program, please submit the transcript to the Center for Education Abroad - electronic transcripts should be sent to CEAAdvisors@rochester.edu**)
- Approved courses completed with grades of C or better will transfer. Please note: only the credit will transfer. Grades do not transfer and will not affect the GPA; therefore the grades cannot replace grades earned at UR. Credit is evaluated proportionately with the degree requirements at the institution offering the course(s). For instance, a course carrying 3 credit hours at an institution requiring 120 credits for the degree will be transferred for 3 credit hours. You will receive a Transfer Credit Evaluation by email.
- **Comments** section used to show the area of the major or minor it satisfies. Some examples might include:
 - Marketing track for the Business major
 - 200-level course for Spanish major or Economics minor
 - Comparative politics core for International Relations major
 - Diversification course for Biology major
 - History of a tradition course for Religion major
 - Foundational course requirement for the Mathematics major
- If you have any questions or concerns about any academic matter, please contact the College Center for Advising Services by email at cascas@ur.rochester.edu.