



Course Transfer Pre-Approval Request

Records & Enrollment Services
Main Building, Room M2480
5900 S. Santa Fe Drive
Littleton, CO 80160
records@arapahoe.edu
Fax: 303.797.5970

Course Transfer Pre-Approval Guidelines:

- Transfer course must meet all the published transcript evaluation guidelines.
- Transcript Evaluator reserves the right to require additional documentation such as course description/syllabus if needed to determine course equivalency.
- Student must take course within one year from date of approval.
- Upon successful completion of the course with a grade of "C" or better, student must order an official transcript from the issuing institution and have it sent directly to ACC (address listed above) to have the course officially transferred.

Student Information:

Student Name:

Student ID:

Student Email:

Student Declared Major:

ACC Course Information:

Subject/Course:

Title:

Credits:

Transfer Institution Information:

Name of Transfer Institution:

Subject/Course:

Title:

Credits:

Term taking course:

I have read the guidelines listed above. I understand that the ACC Records & Enrollment Services staff will review this request and make a final determination to approve or deny the request to have the course at the Transfer Institution be accepted in transfer at ACC. I further understand that approval of this request is not guaranteed, and should I choose to enroll in the course at the Transfer Institution prior to this request being reviewed and approved, I do so at my own risk. Finally, I am aware that I will be notified via email of ACC's decision regarding this request, and that email will be sent to my ACC student email.

Student Signature: _____

Date _____

Advisor/Records & Enrollment Services Name:

Advisor/Records & Enrollment Services (signature): _____ Date _____

FOR OFFICE USE

Transcript Evaluator/Graduation Coordinator: [] Approve [] Deny [] SPACMNT Note (Initials / date): _____

Transcript Evaluator/Graduation Coordinator Signature _____ Date _____