

## PETITION FOR APPROVAL OF TRANSFER CREDITS

\*\*Please Complete Entire form before submitting to the appropriate Department\*\*

Please Submit a Separate Form to Each Department.

**NOTE: Course syllabus is highly recommended to ensure accuracy of your review.**

Name: \_\_\_\_\_ PID#: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Email Address: \_\_\_\_\_ Telephone #(\_\_\_\_) \_\_\_\_\_

CSU-Pueblo Major \_\_\_\_\_ CSU-Pueblo Minor \_\_\_\_\_

\*\*\*\*\*Please select ALL of the following that may apply to your petition\*\*\*\*\*

- ☐ This form is submitted to petition **General Education Credit** for course(s) *(2.7 semester credits or more)* accepted in transfer, but General Education Credit was not granted. (Student has attached course syllabus)
- ☐ This form is submitted to petition for **Credit Not Initially Accepted in Transfer**. The evaluator was not able to determine the transferability of this/these courses. (Student has attached course syllabus)
- ☐ This form is submitted to petition for **Credit From a Non-Regionally Accredited Institution**.  
\*\*\* I understand that in order to petition for credit, I am required to have **completed** at one full-time semester at CSU-Pueblo with a GPA of 2.0 or better \*\*\* (Student has attached course syllabus)
- ☐ This form is submitted to petition for the approval of **Major and/or Elective Credit** earned more than 10 years before admission to CSU-Pueblo. \*\*\* **DO NOT** use this form to petition credit that is more than 10 years old that is already recorded on your CSU-Pueblo transcript. Please obtain the appropriate form from the Registrar's Office. \*\*\* (Student has attached course syllabus or course catalog description.)

\*\*\* Courses that are NOT marked "Only For This Student" will be transferred in as a general rule for all other students. This excludes courses that are being petitioned under the 10 year rule & non-accredited institutions\*\*\*

*Once all signatures are obtained, submit to REGISTRAR'S office.*

Institution Attended: \_\_\_\_\_

CSU-Pueblo Equivalent

Dept:/ Course #	Title:	Dept:/Course #:	Title:	Gen Ed Area:	Only for this Student
____/____	_____	____/____	_____	_____	<input type="checkbox"/>
____/____	_____	____/____	_____	_____	<input type="checkbox"/>
____/____	_____	____/____	_____	_____	<input type="checkbox"/>
____/____	_____	____/____	_____	_____	<input type="checkbox"/>
____/____	_____	____/____	_____	_____	<input type="checkbox"/>

Approval granted by Dept. Chair: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Disapproved: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**\*Note:\*** Only grades of a C- or above will be accepted. Submit a petition form to each Department Chair for major and/or elective credits from which you are requesting approval. Attach an unofficial copy of your transcript and highlight the courses that are being petitioned, attach syllabus or catalog description.

Rev. 3/2016