

PRE-APPROVAL FORM MAJOR/MINOR TRANSFER CREDIT

Please Return Completed and Signed Form to the Student Records Office

Student Name:	MS#:	Name of College/University Where Course Will be Taken:
Student ID Number:		
E-mail Address:		
Major:		
Minor:		
		City and State of College/University:
		Term and Year Course(s) Will be Taken:

PLEASE LIST COURSE(S) FOR WHICH TRANSFER CREDIT IS BEING REQUESTED

Please indicate whether you are requesting major or minor credit. Take this form to your major/minor department for review and signature by the department chair before submitting it to the Student Records Office.

Other Institution Course Number		Other Institution Course Title	Sem. Units	Qtr. Units	TYPE OF CREDIT		DEPT CHAIR INITIALS	DEPARTMENT CHAIR	
					Major Credit	Minor Credit		Westmont Major course Equivalent	Westmont Minor course Equivalent
<i>ECON</i>	<i>145</i>	<i>Managerial Economics(example)</i>	<i>4</i>		<i>X</i>			<i>EB 138</i>	

Westmont course equivalent indicates transfer course accepted.

YOU MUST ATTACH PHOTOCOPY OF COURSE DESCRIPTION(S)

My signature below indicates I understand the following:

- ❖ To receive transfer credit the course(s) listed must be more advanced than course(s) previously taken.
- ❖ I may only transfer a total of 64 units from a junior (2-year) college.
- ❖ Courses taken to meet GE, Major or Minor requirements must be taken for a letter grade.
- ❖ The minimum grade required to receive transfer credit is a "C-".
- ❖ One quarter unit is equal to 2/3 of a semester unit.
- ❖ Approval of courses on this form is for the transferability of the specific course(s). Approval does not supercede other policies or regulations that may apply (e.g., concurrent enrollment, grades below "C-", etc.).

Student Signature

Date

Department Chair Signature

Date