

# PRE-APPROVAL FORM MAJOR/MINOR TRANSFER CREDIT

*Please Return Completed and Signed Form to the Student Records Office*

Student Name:	
Student ID Number:	Mail Stop (MS #):
E-mail Address:	
Major:	
Minor:	

Name of College/University Where Course Will be Taken:
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

**A PHOTOCOPY OF COURSE DESCRIPTIONS MUST BE ATTACHED**

**Student complete unshaded portion of the form** and then take the form to your major/minor department chair for review and signature **before** submitting the form to the Student Records Office for processing.

Transfer Institution Course Number	Transfer Institution Course Title	Sem. Units	Qtr. Units	Student Check Type of Credit Requested
				<input type="checkbox"/> Major <input type="checkbox"/> Minor

<p><b>CREDIT APPROVED BY DEPARTMENT CHAIR</b> Please be specific about how the course should be applied to the student's major or minor in accordance with the student's entering Catalog. Circle One: Major    Minor</p> <p>Enter Westmont Equivalent Course Number or Catalog Major/Minor Category:</p> <p><input type="checkbox"/> Lower Division Elective Credit <input type="checkbox"/> Upper Division Elective Credit</p>
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Transfer Institution Course Number	Transfer Institution Course Title	Sem. Units	Qtr. Units	Student Check Type of Credit Requested
				<input type="checkbox"/> Major <input type="checkbox"/> Minor

<p><b>CREDIT APPROVED BY DEPARTMENT CHAIR</b> Please be specific about how the course should be applied to the student's major or minor in accordance with the student's entering Catalog. Circle One: Major    Minor</p> <p>Enter Westmont Equivalent Course Number or Catalog Major/Minor Category:</p> <p><input type="checkbox"/> Lower Division Elective Credit <input type="checkbox"/> Upper Division Elective Credit</p>
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**My signature below indicates I understand the following:**

- 4 To receive transfer credit the course(s) listed must be more advanced than course(s) previously taken.
- 4 I may only transfer a total of 64 units from a junior (2-year) college.
- 4 Courses taken to meet GE, Major or Minor requirements must be taken for a letter grade.
- 4 The minimum grade required to receive transfer credit is a "C-".
- 4 One quarter unit is equal to 2/3 of a semester unit.
- 4 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.).
- 4 **For summer transfer courses, students must complete all course requirements prior to the first day of fall semester Westmont classes.**

Student Signature	Date
Department Chair Signature	Date