California Baptist University

TRANSFER COURSE APPROVAL

Office of the Registrar
8432 Magnolia Avenue
Riverside, CA 92504
Phone (951) 343-4566
Fax (951) 343-4903

Courses listed on CBU's Official Articulation Agreement(s) are approved by the Registrar and DO NOT require this form. Current Articulation Agreements can be obtained in the Office of the Registrar or at www.calbaptist.edu/registrar. The purpose of this form is for current CBU students to verify transferability of courses taken concurrently at another institution intended to satisfy CBU degree requirements. Requests to use transfer courses for upper division major requirements can be submitted on an Academic Variance and forwarded to your Dean or Department Chair for review.

Please note: A course description or syllabi <u>must</u> be attached to this form. Allow 7-10 business days for processing.

PLEASE PRINT CLEARLY: A COPY WILL BE SENT TO YOUR LANCERMAIL ACCOUNT

Student Name: _____ ID #: _____

Email: _____ Phone: _____

Major:_____ **Program: Traditional or Degree Completion**

- What semester and year do you plan on attending these courses: _____
- College/University attending: _____

This form DOES NOT verify waiver applicability, nor does it verify that you have not already satisfied or completed this course previously. Duplicated coursework is not transferable. Grades lower than C- will not be accepted for transfer. Per the university catalog, students may earn up to 12.0 units of credit/no credit at CBU and in transfer (see the catalog for the credit/no credit policy).Students should not enroll in more than 18 units at any one time. Students who elect to take concurrent overload at other institutions do so at their own risk. Students who do not take the course during the approved semester must file another petition to ensure transferability of the course(s). It is the responsibility of the student to retain a copy of this agreement for future verifications. This approval is not valid without the signature of the Office of the Registrar.

Student Signature: _____ **Date:** _____

Course #: _____ **Course Title:** _____ **Units** _____

Course requirement you are trying to fulfill: _____

➢ ☐ General Education ☐ Lower Division Elective ☐ Upper Division Elective ☐ Major/Minor Requirement

Below is for the Office of the Registrar's use to review all applicable degree requirements as they relate to the above transfer course:

☐ **The above course is eligible to transfer as:** _____**Units** _____

➢ ☐ Lower Division General Education ☐ Upper Division General Education ☐ Major/Minor Requirement
☐ Lower Division Elective ☐ Upper Division Elective ☐ Interdisciplinary ☐ Multicultural

☐ **The above course is NOT eligible for transfer**

Registrar's Office Signature: _____ **Date** _____

Course #: _____ **Course Title:** _____ **Units** _____

Course requirement you are trying to fulfill: _____

➢ ☐ General Education ☐ Lower Division Elective ☐ Upper Division Elective ☐ Major/Minor Requirement

Below is for the Office of the Registrar's use to review all applicable degree requirements as they relate to the above transfer course:

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☐ Lower Division Elective ☐ Upper Division Elective ☐ Interdisciplinary ☐ Multicultural

☐ **The above course is NOT eligible for transfer**

Registrar's Office Signature: _____ **Date** _____

AN EASY GUIDE TO TRANSFER COURSE APPROVAL FORMS

Before filling out a Transfer Course Approval Form, check CBU's articulation agreements by going to the Transfer Course Information tab on InsideCBU. CBU has made agreements with many local community colleges. If you find the class you need on one of these agreements, you do not need to complete the form! If the course you need is not on an articulation agreement then follow these simple steps to make the Transfer Course Approval Form process as quick and easy as possible.

TRANSFER COURSE APPROVAL STEPS

Step 1 – Select a college/university: Decide which institution you would like to attend and find their catalog, either a hard copy or online.

Step 2 – Select a course: Compare the course you are required to take at CBU with the courses offered at that institution. Select the one that sounds the most similar and print out a copy of the course description.
Here are a few things to keep in mind when comparing courses:

- Most community colleges will notate if a course is UC/CSU transferable. If this notation is made, this course will most likely be acceptable for transfer to CBU.
- Make sure the course you wish to take is degree applicable. Many schools have remedial or continuing education courses which are non transferable. Course numbering information is found in the college's catalog, usually just before the course listings, or sometimes in the academic information section.

Step 3 – Fill out the Transfer Course Approval Form: Take care to fill in the following sections accurately:

Email:	Response will be sent to LancerMail; list alternative email address if you are not currently attending CBU
College/University:	List only one institution per form.
Course#:	Example: ENG113 or ART232; please do not use the registration reference number.
Course Title:	Example: Composition or Beginning Ceramics
Student Signature:	Make sure to read the italicized information above the signature line before signing.

Step 4 – Attach your course description to the form and turn it in to the Office of the Registrar.

COURSES NOT APPROVED FOR TRANSFER TO CBU:

- Non-credit bearing coursework
- Remedial coursework
- Vocational coursework (police, fire, medical, nursing, etc.)
- AA or AS degree applicable only coursework
- Witchcraft/Satanic studies
- Continuing education coursework
- Coursework from a school that is not regionally accredited

Please allow 7-10 business days for processing.
Completing the above steps will assist the office in processing your request without delays.