



University of Connecticut

# COURSE APPROVAL FORM

Center for Continuing Studies  
Bachelor of General Studies Program

Today's Date \_\_\_\_\_

## Personal Contact Information

Name \_\_\_\_\_  
FIRST LAST MIDDLE

PeopleSoft ID \_\_\_\_\_

Address \_\_\_\_\_  
STREET

Email \_\_\_\_\_

\_\_\_\_\_  
CITY STATE ZIP

Phone \_\_\_\_\_

Campus \_\_\_\_\_

## I plan to take courses at:

## During (term) (year)

\_\_\_\_\_  
COLLEGE/UNIVERSITY

\_\_\_\_\_  
CITY STATE ZIP

200\_\_

- Fall
- Winter
- Spring
- Summer

### Instructions:

- Please list below the course(s) you plan to take.
- Please send this completed form to your BGS Office; allow at least 10 working days for this approval to be processed.
- Important! Consult with your BGS Advisor to determine how transfer credits will apply to your degree program.
- A minimum grade of "C" is required in order for credit to be transferred. Pass/Fail grades will not be considered.
- Please notify your BGS Advisor of the course(s) in which you actually enroll.
- Once you have completed the course(s), please have the official transcript sent to your BGS Office.

## Courses

Dept (e.g., HIST)	Course # (e.g. 101)	Title	Online (Y/N)*
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

## Office Use Only

Dept	Course	Evaluator's Initials	Date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

\*Online courses in foreign language and laboratory science will not transfer into UConn.

Please see page 2 for additional important information.

## BGS Course Approval Form Additional Information

- Undergraduate Transfer Admissions is responsible for evaluating course credit for transfer from other institutions and follows policies set forth by the University of Connecticut's University Senate.
- The Bachelor of General Studies Program is responsible for determining if and how transfer courses and credits apply to degree requirements. Consult with your BGS Advisor to determine how transfer credits will apply to your degree program.
- Courses not found to be equivalent to a specific UConn course in either content or level are now given a generic 5-digit designation preceded by the number "9."
- # of Credits: You will receive the number of semester hours of credit earned at the college/university at which the course was completed, regardless of the number of credit hours the equivalent course is worth at UConn.
- Course Approval forms are valid only for the semester indicated. This is for the protection of the student, as course equivalencies can and do change.
- Upper-division courses may need departmental review to determine equivalency.
- Transfer students who have completed three years of a single foreign language in high school are advised that any transfer credit received for elementary-level courses in the same language will not be applied to degree or credit requirements at UConn.

**The University of Connecticut's official Credit Evaluation Guidelines may be found at:**

**<http://web.uconn.edu/transfer/guidelines.htm>**