Transfer Course Approval Form

This form must be submitted to the Office of the Registrar PRIOR to taking a course outside of Menlo to ensure it will transfer. Please allow 1 -10 business days for processing. Our review will be emailed back to your Menlo email unless you are not a current student.

Name: ___________________________ Student ID: ___________________________

Phone: __________________________ Date: ______/____/____

Current Mailing Address: __________________________
   (If living off campus) __________________________________________________________
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________

E-mail: ________________________________________________________________

Instructions & Important Info:

1. Discuss the course requirement you wish to fulfill with your Academic Advisor. Verify that you have not already completed the course requirement. All transferred in courses must fulfill a Menlo degree requirement.

2. Include with this form the course description from the catalog of the school where you plan to take the course.

3. Request an official transcript from the college attended be sent to the Menlo College Registrar’s Office immediately after completion of course(s).

4. YOU MUST EARN A GRADE OF C- OR BETTER (OR THE GRADE EQUIVALENT OF C- OR BETTER) FOR A CLASS TO BE TRANSFERRED. ONLY CREDIT IS GIVEN – THE GRADE EARNED DOES NOT AFFECT YOUR MENLO COLLEGE GPA.

5. A max of 70 lower division and 24 upper division units may be transferred in. 30 units within your major must be completed at Menlo, and 24 of these major units must be upper division units. Upper division Menlo courses (300-499) must be satisfied by other upper division courses (typically not from 2-year community colleges, but from 4-year institutions).

Major (and Option if Management): ____________________________ Is this a Study Abroad Program?  ☐ Yes  ☐ No

Transfer Institution: ______________________ Session or Term: ____________ Year: ______

Course Code  Course Title  Why Not at Menlo?
1. ______  ___________________________  ___________________________

I want the above course to count as the following Menlo College course/requirement:

Menlo Course Code/Requirement: ___________________________

Course Code  Course Title  Why Not at Menlo?
2. ______  ___________________________  ___________________________

I want the above course to count as the following Menlo College course/requirement:

Menlo Course Code/Requirement: ___________________________

Course Code  Course Title  Why Not at Menlo?
3. ______  ___________________________  ___________________________

I want the above course to count as the following Menlo College course/requirement:

Menlo Course Code/Requirement: ___________________________

Office Use Only:

Verified by: ______________________ Date Verified: ____________

Date Received: ________________