

Frostburg State University  
Admissions Office - Registrar's Office  
Transfer Course Request

Directions for the Students:

1. Fill out Part I of this form.
2. Attach a copy of the course description from the catalog of the transfer institution or a copy of the course syllabus.
3. Request that an *official transcript* be sent from the transfer institution directly to the Admissions Office.  
*This procedure cannot be started until the official transcript is on file in the Office of Admissions.*
4. Take this form to the department in which the course is taught at FSU.
5. Department chairperson will complete Part II of this form and return it to the appropriate office:  
If new student, Admissions; If continuing student, Registrar's Office

**Part I to be Completed by the Student**

Student Name \_\_\_\_\_

Student ID# \_\_\_\_\_

Major \_\_\_\_\_

I would like to have the following course reviewed for transfer credit:

Transfer Institution \_\_\_\_\_

Course Number \_\_\_\_\_ Title \_\_\_\_\_

Grade received in Course \_\_\_\_\_

I would like the course to be accepted into FSU as \_\_\_\_\_  
or as a general elective. course number & title

**Part II to be Completed by Department Chairperson**

The course in question has been transferred to Frostburg as elective credit only. The student is requesting permission to use the course in the major.

Please check the appropriate action:

Accept This course is comparable to \_\_\_\_\_  
course number & title

Accept This course can be used as a substitute for \_\_\_\_\_  
course number & title

Accept While acceptable, this course has no exact equivalent but can be applied toward the degree.

Do Not Accept This course may not be used toward the major.

Signature of Department Chairperson \_\_\_\_\_

Date \_\_\_\_\_

Please return completed form to either:

- Admissions
- Registrar's Office