Cogswell
Polytechnical College

Guest Authorization Form

Fall ☐ **Spring** ☐ **Summer** ☐ **Year** ☐☐☐☐

Last Name | First Name | MI

Advisor | Student ID Number

Students who begin their degree program at Cogswell College may transfer ten (10) semester credits once matriculated. Transfer students may transfer eight (8) semester credits not to exceed the transfer credit maximum of 80 semester credits. No transfer credits will be accepted during the last 12 credits of coursework at CPC. A course will not transfer unless a grade of "C" or better is received. (See Cogswell catalog.)

_____ Total semester credits transferred prior to matriculation

_____ Total credits earned to date

_____ Total pending credits pre-approved with Guest Authorization

Totals should be confirmed by the Registrar's or Admissions office

Guest Institution | Transferrable Credits

Course Number | Course Title

Cogswell Equivalent:

Course Number | Course Title

Articulation Agreement Checked: _____ Initials _____ Date

OR

Copy of course description from guest catalog attached ☐

Reason: _____

☐☐☐☐☐☐ Date

Data verified by: _____

Required for Approval:

_____ Student Signature _____ Date

_____ Advisor _____ Date

_____ Dean _____ Date

Office use only:

Received by _____ Print and Sign Date _____