



Fall  Spring  Summer

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Last Name

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First Name

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Advisor

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Student ID Number

Major \_\_\_\_\_

**Note**

There is a restriction on the number of units that can be transferred from other institutions: 70 semester units may transfer from a junior or community college. An additional 24 semester units may transfer from a four year college or university. Total transfer units must not exceed 94 units.  
A course will not transfer unless a grade of "C" or better is received.  
The student must request an official transcript from the granting institution within one year after completion of the course.

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Guest Institution

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Credits

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Course Number

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Course Title

Cogswell Equivalent:

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Course Number

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Course Title

Articulation Agreement Checked: \_\_\_\_\_  
Initials

\_\_\_\_\_ Date

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Transferrable Credits

**OR**

Copy of course description from guest catalog attached

**We only transfer grades 'C' and above.**

Student has maximum transfer credit from: two-year institution   
four-year institution

Reason: \_\_\_\_\_  
\_\_\_\_\_

**Required for Approval:**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Advisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean

\_\_\_\_\_  
Date

Processed by _____ Registrar's Office	Date _____
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