

Westfield students must apply for permission to take courses at other institutions. These courses will be entered as transfer credit and will be calculated into overall GPAs, but not institutional. Permission can only be granted by the Department Chair responsible for offering the course at WSU.

STUDENT NAME: _____ MAJOR(S): _____ CWID: _____

COURSES TO BE TAKEN AT: _____ IN (TERM AND YEAR): _____

Transfer Course (Number/Title)	WSU Equivalent	Approved as	Notes
EX1001: EXAMPLE COURSE	GENERAL ELECTIVE	__ Approved as a permanent course substitution X Approved as a substitution for this student only	If you have any comments about the course, please add them here. (Ex: must submit final paper to WSU)
		__ Approved as a permanent course substitution __ Approved as a substitution for this student only	
		__ Approved as a permanent course substitution __ Approved as a substitution for this student only	
		__ Approved as a permanent course substitution __ Approved as a substitution for this student only	
		__ Approved as a permanent course substitution __ Approved as a substitution for this student only	
		__ Approved as a permanent course substitution __ Approved as a substitution for this student only	

Department Chair Approval (signature required): _____ DATE: _____

INSTRUCTIONS FOR COMPLETING THE COURSE PERMISSION FORM

1. Make an appointment to meet with your Department Chair.
2. Bring all relevant course descriptions and syllabi (when available) to your meeting. This information is necessary in order to determine equivalency.
3. Make sure that you get a signature from your Department Chair once courses/equivalencies have been approved (found at the bottom of the form).
4. When completed, bring your form to the *Office of the Registrar* in Parenzo Hall Suite 150 or email it to registrar@westfield.ma.edu.

Keep in mind...

1. Some majors require you to take certain classes at Westfield.
2. For courses to come through with credit, you must earn at least a C- in the course. Some majors require a higher grade. If you receive a grade that is lower than the major requirement, but still meets the C- requirement, the course will transfer as a general elective.
3. A student may transfer up to 90 credits total from an accredited institution, but no more than 79 can come from an accredited 2-year institution. AP/CLEP, ACE, etc. scores will be counted in the 79 credits.