

# Naropa Student Transfer Credit Pre-Approval Instructions

## Who should use this form

---

This form is required for any matriculated student who wishes to take courses outside of Naropa and apply those credits toward the Naropa degree. Failure to complete this form will prevent any courses taken outside of Naropa from being applied to the Naropa degree, without exception.

## Who should complete the consortium agreement process instead

---

- If you need these credits to count toward a total number of registered credits for financial aid or other purposes, you must complete the consortium agreement process.
- If you wish take courses at CU for the in-state tuition, you must complete the consortium agreement process.
- If you are planning to take the courses at another university through a student abroad program, it is strongly suggested that you complete the consortium agreement process.
- If you are not planning to take any courses at Naropa during the semester you must complete the consortium agreement process, or apply for a leave of absence.

## What you should know before completing this form

---

- **Requirements: The School**
  - The courses must be taken at an accredited college or university. We accept accreditation by:
    - NEASC – New England Association of School and Colleges
    - MSACS – Middle States Association of Schools and Colleges
    - NCACS – North Central Association of Schools and Colleges
    - NASC – Northwest Association of Schools and Colleges
    - SACS – Southern Association of Schools and Colleges
    - WASC – Western Association of Schools and Colleges
- **Requirements: The Student**
  - Your GPA must be 3.0 or higher. You must not be on academic or disciplinary probation or suspension.
  - *If you have earned 60 transfer credits as an undergrad, or six transfer credits as a graduate student, you cannot transfer additional credits.*
  - If you are not taking courses at Naropa, and not taking courses through consortium agreement for any semester except summer, you must be approved for a Leave of Absence, regardless of your activity at another university.
  - Your first semester at Naropa must be taken in residence.
- **Requirements: The Credits**
  - You must take courses at another school for credit and for a letter grade, but the grades will appear on your Naropa transcript as pass/fail.
  - For undergraduates, the credits must apply to your degree, but cannot apply to your major or minor (interdisciplinary studies majors may be able to have the credits apply to their major. See your advisor.)
  - For graduate students, the credits must apply to the degree. Please check the courses to be absolutely sure that they are graduate level courses. At many schools 400 or 4000 level courses or lower are undergraduate credit. However, be sure to check directly with the school to confirm. Undergraduate credit cannot be transferred to Naropa University for a graduate program.
  - You must obtain pre-approval from your advisor for the courses you wish to take. If you add courses after completing this form, you must obtain approval for those courses or they will not be applied to your degree. You may be asked to obtain course descriptions, syllabi and/or proof of accreditation.
- **Steps**
  - Obtain course descriptions and proof of accreditation of the school.
  - Complete the form, get permission from your advisor (and department chair, for graduate students).
  - Submit form to registration before the last day of drop/add for the semester. Final approval must be given by the Assistant Registrar. You will receive a call or email if your request is not approved.
  - After completion of the course(es) you must submit an *official* transcript to the Naropa office of Student Administrative Services within one semester. The transcript must be sent directly from the host school, or in an envelope sealed by the host school's office of the registrar.

# Naropa Student Transfer Credit Pre-Approval Form

***Important!! Attach to this form: Course descriptions with number of credits and course number, proof of accreditation.***

Student Name

Student ID

Total credits  
earned

Semester

Advisor Name

Major

Transfer Cr.  
Earned

Name of College/Univ

Course Title	Host School Course #	Number of Semester Credits	Fulfills which requirement

I understand that I am solely responsible for completion of the necessary steps to obtain permission to take courses outside Naropa. Any failure to obtain complete permission for each class I plan to take, and/or following this procedure correctly will result in my courses not being transferred. I understand that I am financially and legally responsible for courses I take and my actions at another college or University. Naropa cannot provide financial aid or any other benefits based on my participation at another school. I will provide Naropa with an official transcript reflecting my work within one semester after my courses end. I have read and understand Naropa's policies as reflected on this form and in the Course Catalog.

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

Dept Chair Signature (Grad only) \_\_\_\_\_ Date \_\_\_\_\_

Advisor Signature \_\_\_\_\_ Date \_\_\_\_\_

Assistant Registrar Signature \_\_\_\_\_ Date \_\_\_\_\_

***Important!! Attach to this form: Course descriptions with number of credits and course number, proof of accreditation.***