

Dear Saint Mary's College Student,

The purpose of the Transfer Credit Approval form is to ensure that coursework taken at other accredited colleges and universities is approved for applicable transfer credit toward completion of degree requirements at Saint Mary's College.

Saint Mary's College operates on a course credit system. One full course credit converts to approximately 3.5 semester units or 5 quarter units. The conversion rate is determined by the minimum graduation requirements for each institution. A direct ratio is built by dividing Saint Mary's College requirement of 36 course credits by the minimum graduation requirements (units/credits) of the transferring institution.

To assist you in converting transfer credit, some examples of conversions are provided below:

UC Berkeley –  $36/120 = .30$  conversion rate x 3 sem. units = .90 course credits

CSU Hayward –  $36/186 = 19.35$  conversion rate x 4 qtr. units = .77 course credits

Diablo Valley College-  $18/60 = .30$  conversion rate x 3 sem. units = .90 course credits

Be sure to review additional guidelines pertaining to transfer credit at the bottom of the Transfer Credit Approval form. If you have further questions, please contact the Registrar's Office at (925) 631-4214. **Lastly, after you complete your coursework at another institution, please send an official transcript to:**

Registrar's Office  
PO Box 4748  
Moraga, CA 94575

Note: The faculty of the School of Science will not accept the transfer of on-line courses to fulfill general education, major, or minor requirements from the following departments: Biology, Chemistry, Environmental Science/Studies, Health Science, Mathematics/Computer Science, Physics/Astronomy, Psychology, and 3 + 2 Engineering.

Name (print) \_\_\_\_\_ SS# \_\_\_\_\_ I.D.# \_\_\_\_\_

FAX \_\_\_\_\_  Send to address below  I will pick up

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail Address \_\_\_\_\_

Major(s): \_\_\_\_\_ Minor(s): \_\_\_\_\_ Circle Year: Frosh Soph Junior Senior

**I request** to have the following credits approved for transfer to Saint Mary's College from: **(An official transcript must be submitted directly to Saint Mary's upon completion of the course.)**

College or University (Indicate name, city, state): \_\_\_\_\_ Online Course Yes / No

which is on the following calendar system: \_\_\_ semester \_\_\_ quarter \_\_\_ other (indicate: \_\_\_\_\_)

\_\_\_\_\_  
 (Department Chair)

I may enroll for the following term: (circle) Fall/Interim/Winter/Spring/Summer 20 \_\_\_

Dept & Course No. (At the host inst)	Course Title	Units	Indicate requirement(s) this course will fulfill: major, minor, area requirement, elective, etc. Is it a repeat of a course taken previously?	SMC credit (do not fill in)	SMC Course	Departmental Approval (If Required)

**Approval from the appropriate Dept Chair must be obtained when using Upper Division credits to fulfill major or minor requirements at SMC. A PHOTOCOPY OF THE COURSE DESCRIPTION MUST BE INCLUDED. Courses taken at a California community college must be transferable to the University of California (UC) system.**

*\*Only transfer credit with grades of C- and above are acceptable for advanced standing toward graduation.*

*\*Transfer credit must be at least .70 course credits to fulfill a course requirement.*

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

Notes: \_\_\_\_\_

APPROVED / DENIED: \_\_\_\_\_ Date: \_\_\_\_\_

Associate Registrar/ Director of Articulation and Transfer