

Use this form to request pre-evaluation of coursework intended to be transferred from another institution to Colorado Mountain College.

**Student Information:**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_

Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Student ID \_\_\_\_\_

I am currently pursuing a degree at Colorado Mountain College. I would like to transfer back certain courses from another institution and apply them towards my degree program at CMC. I have met with my advisor to discuss my degree program requirements.

Advisor/Counselor \_\_\_\_\_ Advisor/Counselor Email \_\_\_\_\_

Transfer Institution \_\_\_\_\_

Semester course will be taken \_\_\_\_\_ Semester I intend to graduate from CMC \_\_\_\_\_

Courses to transfer back			OFFICE USE ONLY		
			CMC Equivalent		
Course Code	Course Title	Credits	Course Code	Course Title	Credits

**Transfer Back Agreement**

Courses must be completed with a grade of 'C-' (2.0 on a 4 point scale) or higher.

An official transcript from the transfer institution must be sent to the Registrar's Office in order for the courses to be posted to your student record.

If courses are being taken in the same term as intended graduation, transcripts must be received by CMC by the date indicated below. If transcripts are not received by the date indicated, a new Petition to Graduate must be submitted in order to graduate the following semester.

This Transfer Back Agreement is for the specific course(s) listed above and expires within 30 days of the course completion.

Modification of this agreement requires the submission of a new Transfer Back Request.

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

**OFFICE USE ONLY**
**Official transcripts must be received by:** \_\_\_\_\_

CMC Catalog Year to be used for degree requirements \_\_\_\_\_

Processor \_\_\_\_\_ Date \_\_\_\_\_

Etrieve