



BOISE STATE UNIVERSITY  
COLLEGE OF ARTS AND SCIENCES  
Department of Mathematics

## **How to obtain a Pre-approval or Transfer Adjustment for a MATH course outside Boise State University ?**

### **Pre-approval:**

If you intend to take a non-Boise State mathematics course please first check in TES: <http://registrar.boisestate.edu/transfers/transfer-equivalency/> whether the course is already approved for transfer. If the course that you intend to take is in the TES list then the course will **probably** transfer automatically. Please see the *Please Note* on the registrar's web-site above explaining that all statements about transfer equivalencies in advance are preliminary and can change any time. In any case, if the course is in TES, then you **should not contact** the Mathematics Department.

If you intend to take a non-Boise State course, which is not approved in TES you can ask for a **Transfer Course Evaluation**. Evaluations in advance are **only possible** if you hold the **correct prerequisite status** when you ask for evaluation, in one of the following ways:

(P1) You have taken and passed (grade C- or better) the prerequisite courses of the Boise State course corresponding to your transfer course, at Boise State University, **or**

(P2) You are taking the prerequisite courses at Boise State University , at the time you approach the Mathematics Department for the course evaluation, **or**

(P3) You have the corresponding placement accepted by Boise State University (COMPASS (from Boise State University), SAT, ACT, AP-Calculus etc), **or**

(P4) If you have taken the prerequisite course outside of Boise State and the course has already been transferred (C- or better), or you can give proof by (possibly unofficial) transcript to the Mathematics Department that you passed the course at an outside institution.

(Note: If you are only taking a prerequisite course outside of Boise State and have not yet finished at the time you ask for an evaluation then you do not hold the correct prerequisite status.)

If you hold the correct prerequisite status please send an email from your u.boisestate account to [office@math.boisestate.edu](mailto:office@math.boisestate.edu) asking for a Transfer Course Evaluation, and include all of the following information:

- (a) Your name and Boise State Student ID, **and**
- (b) The name of the University, the precise course number and name of the course you intend to take outside of Boise State (make sure that this information is *contained in the email text*), **and**
- (c) The number and name of the Boise State course you want the course transfer to, **and**
- (d) Unofficial transcripts showing that you have the prerequisites for the Boise State course if you hold the correct prerequisite by (P4) above and the courses have not yet been transferred to Boise State University.
- (e) The link to the course description, and if available the most recent course syllabus of the course, **and**
- (f) The link to the complete catalog of mathematics courses offered by the corresponding University

Course evaluations for non-TES approved courses are **only** given on an individual basis. If it is determined that you hold the correct prerequisite status then you will be notified by email if the course is recommended for transfer **for you**. You want to keep a copy or print-out of the confirmation email. If the course has not been pre-approved for you then a transfer adjustment for you is possible after you have taken the course but you will not have any guarantee.

### **Transfer Adjustment:**

If you have taken a non-Boise State course and the course did not transfer as expected (this will usually be the case for all courses not in TES) then you can contact the Mathematics Department (send email from your u.boisestate address to [office@math.boisestate.edu](mailto:office@math.boisestate.edu) including your Boise State student ID) and ask for a **Transfer Adjustment**. If the course has not yet been pre-approved for you for transfer by the Mathematics Department then please submit the complete information (a)-(f) as above. If you already hold a pre-approval for the course just include the corresponding confirmation email that you did receive before from the Mathematics Department.

If you need a **Formal Letter of Transfer Approval** (for a TES approved course or a pre-approved course) you can contact the Mathematics Department Office. Such a formal letter can *only* be issued if the following two conditions are satisfied:

- (a) You hold the correct prerequisite status for pre-approval as described above,
- (b) Your Boise State academic advisor sends an email to [office@math.boisestate.edu](mailto:office@math.boisestate.edu) or notifies the Mathematics Department office in a different way that taking the non-Boise State course is beneficial for your academic plan at Boise State University

If you have any questions about the above policies please send a message from your u.boisestate email to: [ukaiser@boisestate.edu](mailto:ukaiser@boisestate.edu) (June 4, 2014)