



Undergraduate Transfer Course Evaluation Contacts & Processes

Transferability of undergraduate courses is guided at the university level by campus administrative [Policy Number 7006: Transferring Undergraduate Credit](#). Each school or college is responsible for the evaluation of courses that reside within their respective academic departments. This document is intended to provide students and staff with the relevant information to initiate transfer credit evaluations or reevaluations as needed. Additional information can be found within [CU Denver's course catalog](#).

To submit a course evaluation request, students should be prepared to provide the following information:

Student name and ID#

Title and number of course(s) to be evaluated

Number of credits

Institution where course was taken

Term/semester and year that the course was taken

Course description (a syllabus may also be requested)

BUSN: Business School

Subjects Include: Accounting (ACCT), Business (BUSN), Business Analytics (BANA), Business Law (BLAW), Commodities (CMDT), Entrepreneurship (ENTP), Finance (FNCE), Information Systems (ISMG), International Business (INTB), Management (MGMT), Marketing (MKTG), Risk Management (RISK)

To request transfer credit for courses that would fall under the Business School, we require you to go through our petition process. You can find the [Petition](#) form for Business Transfer Credit Equivalency on the [Undergraduate Advising website](#). You will need to attach the syllabus for the course you took. If you do not have the syllabus, we recommend reaching out to your previous institution to obtain it. Please note that the petition process may take several weeks.

CAM: College of Arts and Media

Subjects Include: Digital Animation (DACD), Film and Television (FITC), Fine Arts (FINE), Music (MUSC), Performance Music (PMUS)

Please email CAM Advising at CAMadvising@ucdenver.edu. We will triage to appropriate department faculty for review.

CAP: College of Architecture and Planning

Subjects Include: Architecture (ARCH), Interior Design (INTD), Landscape Architecture (LDAR), Urban and Regional Planning (URPL)



University of Colorado **Denver**

Email CAP.UGAdvising@ucdenver.edu with your name, student ID# and information about the class you are requesting review - this may include a course description and syllabus (if available). An Advisor will review your request and follow-up with questions/information.

CEDC: College of Engineering, Design and Computing

Subjects Include: Bioengineering (BIOE), Civil Engineering (CVEN), Computer Science (CSCI), Construction Engineering and Management (CEMT), Cybersecurity (CSCY), Electrical Engineering (ELEC), Mechanical Engineering (MECH)

Computer Science and Cybersecurity: Submit [CS Transfer Request Form](#) and include relevant syllabi and transcripts. Decisions will be communicated via email within 4 weeks.

The other departments request students to send the request for transfer of courses to the respective department with the course(s) syllabus that they are requesting.

Bioengineering@ucdenver.edu

Civilengineering@ucdenver.edu includes construction engineering and management

Electrical@ucdenver.edu

Mechanical@ucdenver.edu

CLAS: College of Liberal Arts and Sciences

Subjects Include: Anthropology (ANTH), Arabic (ARAB), Biology (BIOL), Chemistry (CHEM), Chinese (CHIN), Climate Change Studies (CCST), Communication (COMM), Economics (ECON), English (ENGL), Environmental Sciences (ENVS), Ethnic Studies (ETST), French (FREN), Geography (GEOG), Geology (GEOL), German (GRMN), Greek (GREK), Health Humanities (HEHM), History (HIST), Humanities (HUMN), International Studies (INTS), Latin (LATN), Linguistics (LING), Mathematics (MATH), Modern Languages (MLNG), Philosophy (PHIL), Physics (PHYS), Political Science (PSCI), Psychology (PSYC), Public Health (PBHL), Religious Studies (RLST), Social Justice (SJUS), Social Sciences (SSCI), Sociology (SOCY), Spanish (SPAN), Sustainability (SUST), Women's and Gender Studies (WGST)

Please submit a [CLAS Transfer Course Evaluation Form](#). Advisors can submit this on behalf of the student as well when appropriate. Contact clas.transfer@ucdenver.edu for any follow up questions or concerns.

SPA: School of Public Affairs

Subjects Include: Criminal Justice (CRJU), Public Administration (PUAD)

Email spa.advising@ucdenver.edu with your name, student ID# and information about the class you are requesting review- this may include a course description and syllabus (if available). An Advisor will review your request and follow-up with questions/information.

SEHD: School of Education and Human Development

Subjects Include: Culturally and Linguistically Diverse Education (CLDE), Early Childhood Education (ECED), Education Foundations (EDFN), Human Development and Family Relations (HDFR), Instructional Technology (INTE), Literacy, Lang & Culturally Responsive Teaching (LCRT), Special Education (SPED)

To request transfer credit for TC courses in the School of Education, students can fill out this form: [SEHD Transfer Course Syllabus Review Form](#)