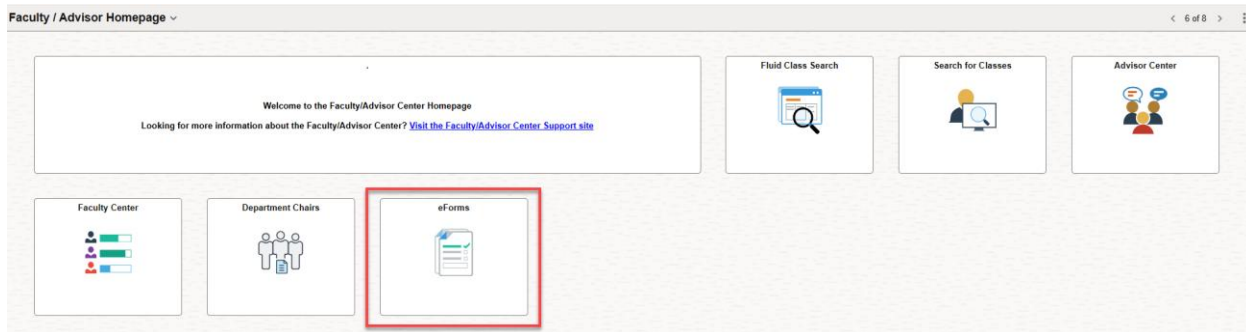


Transfer Approval eForm for Department Approvers

This eForm was created for Department Chairs to submit transfer course approvals to the Registrar's Office. The eForm can only be submitted by the authorized approver for that program.

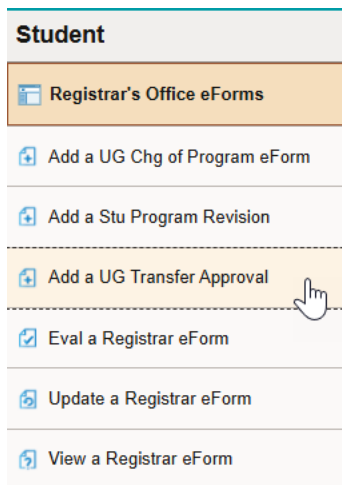
In PeopleSoft Campus Solutions on the Faculty/Advisor Homepage select the tile named "eForms".



Select the tile named "Registrar eForms".



Select "Add a UG Transfer Approval" in the menu on the left-hand side of the page.



Enter search criteria for the student. Only students with an active degree seeking/credential program will be returned.

Search by:

Empl ID

Display Name

Student Operator Id

- Emplid: The 7-digit student ID
- Display Name: Enter the name as “Last,First”, with no space after the comma. This searches the student’s preferred name that is used on class rosters and in the Advisor Center.
- Student Operator ID: This is the student account name – the portion of their Chapman email account before “@chapman.edu”

Program Information:

Select the major, minor, or themed inquiry this transfer approval is for.

Program Information

Select the major, minor, or themed inquiry this transfer approval is for.

2 rows

	Plan to Revise ↑↓	Career ↑↓	Major, Minor, Themed Inquiry ↑↓	Emphasis, Area of Study, Track ↑↓	Catalog Year ↑↓	School/College ↑↓
1	☐	UGRD	Political Science BA		2022/2023	CHSS
2	☒	UGRD	English min		2022/2023	CHSS

Type of Approvals:

“Direct Equivalent” indicates the course content and learning outcomes are the same as the Chapman course. In most cases, direct equivalents will be added to transfer rules so they will be applied to all students in the future.

“May Substitute For” indicates the course content differs than Chapman’s. Instead of changing the articulation to the course listed, the Registrar’s Office will make substitutions to apply the course(s) where needed on the program evaluation. These only apply to one student.

Pre-Approvals

If a student has requested pre-approval for a transfer course they plan to take in the future, or the student has taken the course but never provided proof of enrollment to Chapman University, please enter the information in the Transfer Pre-Approvals section.

Transfer Pre-Approval

Enter the course details for transfer pre-approvals including the type of approval (direct equivalent or substitution) and the Chapman course equivalent and/or requirement/elective area. Direct equivalents are identical in course content to a specific Chapman course and will be applied to all students going forward. Use "may substitute for" all other scenarios.

Transfer School	*Transfer Course	*Transfer Course Title	*External Credits	*Term Planned	*Type of Approval	CU Course SUBJ-499	Course Title	Requirement/Elective Area		
1 College of Southern Maryla	POL-1060	International Relations	3	Summer 2026	Direct Equivalent	POSC-120	Intro to International Relati	POSC Major Core	+	-

Transfer Courses We’ve Received

This section includes transfer courses we have received through official transcripts or class schedule. Make changes to any rows that require updates for your major, minor, or themed inquiry. If you are making an update the type of approval must be included.

Transfer Courses We've Received

Listed below are external transfer courses Chapman has received. Enter the type of approval (direct equivalent or substitution) and the Chapman course equivalent and/or requirement/elective area. Direct equivalents are identical in course content to a specific Chapman course and will be applied to all students going forward. Use "may substitute for" all other scenarios.

Transfer School	Transfer Course	Transfer Course Title	External Credits	Grade	Term	Type of Approval	CU Course SUBJ-499	Course Title	Requirement/Elective Area		
1 The Coll of Southern Maryland	ECN-1200	*	3	TA	FALL 2021						
2 The Coll of Southern Maryland	ENG-2840	Civil War in Film & Lit	3	TA	FALL 2021	May Substitute For			English Minor Electives		
3 The Coll of Southern Maryland	ENG-2330	World Literature II	3	TB+	FALL 2021	Direct Equivalent	ENG-330	World Lit from 1900 to Pres	Lit Written after 1850		

Comments:

If you need to convey any notes to the Registrar’s Office, please include them in the comments section. They are not intended for students and are not included in email notifications. Students can view these comments if they view their eForm in their Student Center.

Comment Information

Please add any comments the Registrar's Office may need to process this request. This will not be included in the email to the student, but they can be viewed by student if they view the form in the Student Center.

Comments

Email Notifications:

Email notifications will be sent to the requester and student when the form is submitted and when the form is processed by the Registrar’s Office. If for some reason the Registrar’s Office needs to deny a request (non-transferable courses, internships, etc.) the student and requester will also be notified by email.