

TRANSFER COURSE PROGRESS REPORT

Please complete ONLY if requested by Admissions Office. In order to make a decision on your application, the Admissions Committee wishes to review the grades you are earning in your current courses. You must report grades for all in-progress courses. Course information can be reported both in-person and virtually.

Instructions

Step 1: Determine which of your instructors will report grades virtually and which of your instructors will report grades in person.

Step 2: Gather grades and signatures.

- Virtually: For each course that will be reported virtually, you will need a separate Course Progress Report (this form). Complete the applicant information below, save a copy, and forward to each instructor to request your grade to date and a virtual signature. Collect all completed forms before moving to the next step.
- In-person: You can collect grades and signatures for multiple courses on one Course Progress Report (this form) in person. Complete the applicant information below, print, and take in person to each instructor. Your instructor(s) can write in your grade to date and sign the form. Scan or take a photo of your completed form.

Step 3: Submit your completed Course Progress Report(s).

- Log in to your status checker at status.binghamton.edu. Click on your Course Progress Report checklist requirement to access the submission form. Indicate the number of Course Progress Reports you have (with virtual or in-person signatures). Upload your documents one at a time and submit the form. Note: you may only submit the online form one time, so be sure to wait until you have collected grades and signatures for all courses before submitting.

Applicant Information

_____ Binghamton Reference ID# _____
Last First/Preferred

Email _____ Date of birth _____

I am applying for: Spring Fall Year: _____ Major _____

Name of current college _____ This report is for term ending _____
Month and Year

Course Information

Course number/title	Credits	Grade to date*	Professor's signature	Date
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

*Admission based on these grades is conditional upon the receipt of a final-semester transcript and successful completion of coursework.