

Transfer Credit Request Academic Services

Student Name:	Date:
UE ID:	Major(s):

Instructions:

- Fill out this form before registering for the course and attach a copy of the course description(s) from the transfer institution.
- Obtain signatures from your advisor and the department chair of the course for which you wish to receive equivalency.
- Turn the signed form into Academic Services(Olmsted Hall Room 116).
- You will receive a final email from our office approving or denying your request.
- **After course completion, you MUST send an official transcript directly to our office with the final grade posted.**

Term to be taken:		Year:	
Other Institution Name:		University of Evansville Requested Equivalency	
Course Number and Title:	Credit Hours	Course Number and Title:	Credit Hours
Department Chair Signature:			
Course Number and Title:	Credit Hours	Course Number and Title:	Credit Hours
Department Chair Signature:			
Course Number and Title:	Credit Hours	Course Number and Title:	Credit Hours
Department Chair Signature:			

Please Note:

- Courses May NOT transfer in as Overlay E.
- Students may not transfer in any of the last 15 credit hours toward their degree.
- Once matriculated, a student may only transfer a maximum of 3 courses or 10 credit hours, whichever is less.
- Only undergraduate courses with a grade of C- or higher are considered acceptable for transfer credit.
- The credit hours of the course(s) taken must be equal to or greater than the UE course requested for equivalency.
*(i.e. 3 credit hour Biology course **cannot** come in as UE's 4 credit hour Biology 100 course)*
- By signing this form, students pledge to uphold the UE Academic Honor Code.

Student Signature:

Date:

CREDIT WILL NOT BE AWARDED UNTIL AN OFFICIAL TRANSCRIPT IS RECEIVED FROM THE OTHER INSTITUTION

Advisor Name

Advisor Signature

Date

Academic Services Use Only

Approval/Date

Emailed/Date

Transcript Received/Date