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 the Office of the Registrar (Room 106, Olmsted Administration Hall).
- You will receive a final e-mail 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: ___________________________

<table>
<thead>
<tr>
<th>Other Institution Name: ___________________________</th>
<th>University of Evansville Requested Equivalency</th>
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<tbody>
<tr>
<td>Course Number and Title</td>
<td>Credit Hours</td>
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<td>Department chair signature</td>
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</tbody>
</table>

Department chair signature

Advisor name: ___________________________ Advisor signature: ___________________________ Date: ___________________________

Please note:
- 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.
- Online foreign language courses are not eligible 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.