



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:	
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			

_____	_____	_____
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.**

Registrar's office use only		
Approval/Date	E-mailed/Date	Transcript Received/Date