

EQUIVALENCY SHEET

This form must be filled out with Adobe Acrobat and then printed for signatures. **You must submit the Course Syllabus and Course Description with this form.** Please direct questions to the Office of Records

UIN: _____ Last Name: _____ First Name: _____

Is this course being taken online? _____ Semester: _____ Year: _____

Name of College or University you plan to attend: _____

Location of College or University you plan to attend: City: _____ Country: _____

List the number and name of the course for which you plan to enroll:

Host Course Number(example: MTH 200)	Host Course Name (Calculus II)	TAMUQ Course for Adjustment

ACADEMIC ADVISOR SIGNATURE *(required before processing)*

This signature is not approval of the transfer course, but solely approval that the course will be evaluated for transfer and degree requirement relevance and applicability.

FOR OFFICIAL UNIVERSITY USE ONLY BELOW THIS LINE:

The following course, if completed satisfactorily at the school designated, will be acceptable in transfer to Texas A&M University. Courses which are indicated as transferring “by title” must be approved by your academic advisor before they can be used to meet degree requirements. A maximum of five courses for enrolled Texas A&M University students will be researched each semester.

University is ABET accredited: Yes No Number of Credits: _____

Course Attributes: Transfer by Title No Equivalency Transfer by Equivalency

Director of Records (or designee)

Date

If Office of Records determines transfer by title or no equivalency, syllabus must be reviewed by Program Chair for the department in which course is taught.

I assert the above course is equivalent based on the documentation provided.

Program Chair

Date:

- Notes: 1. Processing this form may require a minimum of 2 weeks. Please submit your requests in advance.
2. This office must receive an official transcript from the registrar’s office of the other college or university you attend before credit can be transferred to Texas A&M University. Transcripts issued to the student cannot be accepted.
3. Hours and grade points earned at another college or university will not be included in computing your Texas A&M University grade point ratio (GPR).
4. In order to receive credit you must be awarded a final grade of “C” or higher.
5. Various courses that transfer as equivalent credit may transfer “by title only” if taken online.

EACH DEPARTMENT PLEASE CHECK OFF TO INSURE THE CORRECT ORDER OF PROCESSING FOR THIS FORM.

- 1. Advisor for signature
- 2. Office of Records
- 3. Advisor for Review
- 4. Program Chair for review and signature