## Request For TRANSFER Credit Equivalency

## For Majors and Minors

If a course is listed on a student's transcript or iCAP audit as **TRAN EL-L** (transfer elective lower level) or **TRAN EL-U** (transfer elective upper level) or **SUBJ EL-L** (i.e. BIOL EL-L), it means one or the following:

- WKU does not have an equivalent course, but the course counts as degree credit.
- An equivalency has not yet been determined, but the course counts as degree credit.

**Students:** Take this form to your advisor to determine the applicability of your transfer course to your major or minor requirements. It is your responsibility to provide a catalog or course descriptions of the transfer courses. If you have coursework from more than one transfer institution, you need to complete a separate form for each institution. **Education Abroad Students**: If you propose coursework for more than one academic department, you need to complete a separate form for each department.

Advisors and Academic Department Heads: This form is for Education Abroad who have courses that have not been articulated to a specific WKU course. To approve an equivalency of a transfer course to a WKU course for all students, the department head of the WKU course should sign this form. Academic department heads may not approve an equivalency to a WKU course if the course is not within his or her department. Courses not articulated to a WKU course will fall to the General Elective portion of the audit. If the student has more than one transfer institution, a separate form is needed for each institution.

Student			WKU ID:	
All degree requirements will be completed by (Graduation term):				
WKU Catalog Term:	Major			
-			Major Title	
WKU Entrance Term	Minor			
			Minor Title	
Transfer Institution:				
Transfer Course Title & Cou	rse #	is	•	
			(for ALL students)	
		_		
		_		
		_		
		_		
		_		
Approvals		_		
*Dept. Head	Date			
Signature				
Dept. Head (please print)				
*The department head of the	WKU course must ap	prove	e the equivalency.	
All completed & signed equivalency a	pprovals should be returne	d to th	ne Transfer Center, DSU 2135. Processed:	

**Transfer Center** 

Education Abroad students should upload form(s) to their WKU online program application and retain original form(s).