Request For TRANSFER Equivalency or TRANSFER Course Substitution

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 of 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 courses 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.

Advisors and Academic Department Heads: This form is for iCAP transfer students (students who entered WKU in 2005 fall and thereafter) who have courses that have not been articulated to a specific WKU course. To approve a course substitution for one student only in majors or minors, the student's advisor, department head, and college dean must sign this form. 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 substituted or articulated to a WKU course will fall to the General Electives 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: _____

WKU Catalog Term:

_____
WKU Entrance Term

Major_____ _____
Ref. No. Title

Minor_____ _____
Ref. No. Title

Transfer Institution _____

Transfer Course #	SUBSTITUTE for WKU Course (for this student only)
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Approvals

Advisor _____**Date**_____

Dept. Head _____**Date**_____
Signature

Dept. Head (please print)_____

Dean_____**Date**_____

Transfer Course #	EQUIVALENT to WKU Course (for all students)
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Approvals

***Dept. Head** _____**Date**_____
Signature

Dept. Head (please print)_____

****The department head of the WKU course must approve the equivalency.***

The departmental or dean's office should return approved form to the iCAP Staff; Office of the Registrar; Potter Hall 237.

Processed:
Office of the Registrar _____
Office of Admissions _____