

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 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 iCAP transfer students/Education Abroad (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 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: _____

WKU Catalog Term:	Major	Ref. No.	Title
WKU Entrance Term			
	Minor	Ref. No.	Title

Transfer Institution: _____

Transfer Title & Course #	SUBSTITUTE for WKU Course (for this student only)	Transfer Title & Course #	EQUIVALENT to WKU Course (for ALL students)
Approvals		Approvals	
Advisor	Date	*Dept. Head	Date
Dept. Head	Date	Signature	
Dept. Head (please print)		Dept. Head (please print)	
Dean	Date	*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 Registrar; Potter Hall 216. Processed: _____
 All equivalency approvals should be returned to the Transfer Center, DSU 2135. Office of the Registrar _____
 Education Abroad students should upload form(s) to their WKU online program application and retain original form(s). Transfer Center _____