

# 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:**

\_\_\_\_\_  
WKU Entrance Term

**Major**

Ref. No. \_\_\_\_\_ Title \_\_\_\_\_

**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)
<b>Approvals</b>		<b>Approvals</b>	
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.

All equivalency approvals should be returned to the Transfer Center, DSU 2135.

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

Processed:

Office of the Registrar \_\_\_\_\_

Transfer Center \_\_\_\_\_