


How to use the Transfer Credit Supplemental Form

The Transfer Credit Supplemental Form is used in conjunction with the CAPP Waiver/Substitution Form to communicate transfer equivalency information to the Office of the Registrar-Transfer Center.

Its purpose is to provide documented approval for a transfer course outside the major department by the department of ownership (example: Engineering major advisor wants Department of Mathematics to consider an equivalency). The form allows for a one time equivalent decision or a global equivalent to be added to transfer credit database for all students.

 CURRICULUM, ADVISING, AND PROGRAM PLANNING (CAPP)
TRANSFER CREDIT SUPPLEMENTAL FORM
(To be attached to a CAPP Waiver/Substitution form once completed)

Student's Name: _____ ID #:

Apply request to: Student's Catalog Term: _____ Major: _____ Major's Option/Concentration: _____ Minor: _____

Attach a course description/syllabus for the course listed below. Please review the course description/syllabus and submit your recommendation of department transfer credit equivalency, if any.

If you have any questions and/or concerns or need additional information, please feel free to contact:

Name _____ Email _____ Phone _____ Return completed form to: Department _____ Campus Box _____

Note: This request for a course evaluation is being made because an articulation (to a specific course) is not currently available.

Transfer Course Prefix/Number	Transfer Course Title	Transfer Institution	Departmental Evaluation/Recommendation of SIUE Equivalent

Check one of the follow that applies:

Please add articulation(s) to the transfer credit database for use in future evaluations.

Equivalent should **NOT** be added to the transfer credit database. Individual assessment will be required prior to future awards of credit.

Department of Ownership _____ Program Chair/Dept. Chair Name (Printed) _____ Program Chair/Dept. Chair Signature _____ Date _____

Major advisor completes the following:

- Student's name and 800#
- Student's Catalog Term, Major, Concentration, and Minor
- Major Advisor Name, email, phone, department, campus box
- Transfer course* advisor wants to use to equate (Course subject/number, Course title, Transfer Institution)

Major advisor sends to Department of Ownership

Department of Ownership completes:

- Departmental Evaluation/Recommendation of SIUE Equivalent
- Checks one of the boxes whether or not to add equivalent decision to the transfer credit database
- Department of Ownership, Program Chair/Dept. Chair Name (printed and signature), Date

Department of ownership returns to Major advisor

***Official transcript must be on file in the Office of the Registrar.**