

NAME _____ OFFICE _____ PHONE _____ E-MAIL _____

REQUEST FOR DEPARTMENT REVIEW OF TRANSFER COURSE

Student name: _____
(Last) (First) (Middle) (Student ID#)

College: _____ Curr/Major: _____ ISU Entry Date: _____

COURSE(S) FOR REVIEW

Reevaluation of the following transfer course(s) from the ISU Transfer Credit Evaluation (TCE) form:

TCE Course/#	Course Title	Grade	Credits
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Name of College/University offering course(s): _____

Adviser's comments:

(Adviser signature) (Date)

ACADEMIC DEPARTMENT REVIEW

NAME OF EVALUATOR: _____

OFFICE ADDRESS: _____

When a course is evaluated as equivalent, the University Admissions file for that course will be permanently changed for the transfer institution. If the course is not equivalent but an appropriate substitute for an ISU course, the course might be used to meet a degree requirement. If it cannot be compared to any ISU course, mark "No Change".

Transfer course:	Equivalent to:	Substitute for:	No change
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Evaluator's Comments:

Department evaluator's signature: _____ (Date)

***** RETURN THIS FORM TO THE ADVISER REQUESTING RE-EVALUATION *****

APPROVAL BY COLLEGE FOR DEPARTMENT REVIEWING COURSE

The recommended change(s) for the above course(s) are _____ Approved * _____ Denied
* Admissions Office records should be updated as shown above.

College Signature: _____

ACTION BY COLLEGE IN WHICH STUDENT IS ENROLLED

- _____ Copy made for Classification Office and adviser
- _____ Original forwarded to Admissions

(Date & initial)

ADVISER INSTRUCTIONS

- Use separate forms for evaluating courses from different departments. State clearly what kind of evaluation you are seeking, e.g. social science, diversity/international perspectives, same as specific ISU course, etc.
- Process this form during the first 3 weeks of the term to ensure the accuracy of the degree audit.
- Re-evaluation of transfer courses will result in either a) change of the generic course number to an ISU course number b) recommendation for substitution for ISU course, or c) confirmation of the appropriateness of the generic evaluation with no further recommendation. If the course number is changed to an ISU number, both the student's permanent record and the Admissions evaluation file for the transfer course will be changed.
- If re-evaluation is needed, fill in course information on the form, attach a copy of the ISU Transfer Credit Evaluation, and direct the student to the appropriate department for evaluation. The student should return this to the adviser after departmental evaluation.
- To apply to the student's degree program, attach this form to the most recent Degree Audit and send to Engineering Undergraduate Programs, 110 Marston Hall.

STUDENT INSTRUCTIONS

- Take your Transfer Credit Evaluation form with the Request for Department Review form to the appropriate department of the course. If possible, bring a syllabus, course description, textbook information, etc. with you.
- After departmental review, return this completed form to your adviser.

COURSE EVALUATOR INSTRUCTIONS

- Courses evaluated as 'equivalent' to ISU courses should not have more than 1 credit differential between the transfer credit and the ISU credit.
- **If the course is equivalent to an ISU course, this re-evaluation form will be sent to the Admissions Office. Admissions will permanently change the course evaluation file for the transfer institution and also correct the student's record.**
- Suggestions regarding appropriate substitution will assist the student's adviser regarding application to the student's degree program.