

**Student Information:**

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Student Email: \_\_\_\_\_@my.westga.edu Student Phone: \_\_\_\_\_

STUDENT: Departmental decisions on UWG course equivalents are final. There is no appeal beyond the departmental level. My signature indicates that I understand this policy and agree to abide by the departmental decision shown below.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Transfer Course Information:**

Institution Name: \_\_\_\_\_

Course Subject & Number: \_\_\_\_\_ Course Title: \_\_\_\_\_

Course Credit Hours : \_\_\_\_\_ Grade: \_\_\_\_\_ Term/Year Taken: \_\_\_\_\_

The course description and/or course syllabus must be attached to this form.

**Department Chair Approval:**

I approve the following UWG course equivalent for the above listed course:

Please award the following UWG course equivalent: \_\_\_\_\_  
UWG Subject                      UWG Course Number

\_\_\_\_\_ 1XXX/2XXX – Elective Credit  
UWG Subject

\_\_\_\_\_ 3XXX/4XXX – Elective Credit  
UWG Subject

A 1000-2000 level course cannot be awarded a 3000-4000 level course equivalent. This applies to exact UWG course equivalents as well as elective course equivalents.

**There is no UWG Course Equivalent. No Credit should be awarded.**

Choose One:  Apply this course equivalent to this student’s record only.  
 Apply this course equivalent for all future transfer students.

Department Chair Name: \_\_\_\_\_ Department: \_\_\_\_\_  
Please Print

Department Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student should submit the completed form with Chair signatures to the UWG Registrar’s Office.  
 Student and Department Chair will receive email notification once the student’s transfer evaluation has been updated.



#### **Instructions for Undergraduate Students:**

A UWG undergraduate student who wishes to have a transfer course equivalent re-evaluated for UWG credit may submit this form to the department chair in the relevant discipline. **Please note: Departmental decisions on UWG course equivalents are final. There is no appeal beyond the departmental level.**

A student or advisor wishing to substitute one course for another course in the degree program should submit a petition in Wolf Watch instead of completing this form.

The following UWG transfer policies for undergraduate students may apply:

- The total amount of work which will be accepted from all institutions is 90 semester hours. If a student has been awarded the maximum 90 academic transfer hours and the department chair approves credit for a course that was not previously awarded, other coursework will be removed from the student's earned hours to maintain the maximum 90 hour limit.
- A grade of 'D' cannot be awarded for ENGL 1101, ENGL 1102, courses designated as major courses or professional courses in education.
- A 1000-2000 level course cannot be awarded a 3000-4000 level course equivalent.

#### **Instructions for Department Chair:**

A UWG undergraduate student may submit this form to the department chair for re-evaluation of a course that would be taught within the department. **Please note: Departmental decisions on UWG course equivalents are final. There is no appeal beyond the departmental level.**

A student or advisor wishing to substitute one course for another course in the degree program should submit a petition in Wolf Watch instead of completing this form.

The department chair may require the student to submit additional documentation (course description, syllabus, etc.) to assist with the decision.

The department chair may choose to award an exact UWG equivalent for a transfer course, or if credit should be awarded but there is no exact UWG equivalent, he/she may choose to award 1XXX/2XXX elective credit for lower level courses or 3XXX/4XXX elective credit for upper level courses. If no credit should be granted, check the box to award no credit. **Note: A 1000-2000 level course cannot be awarded a 3000-4000 level course equivalent.**

Please direct questions to the Transfer Team in the Registrar's Office at: [transfer@westga.edu](mailto:transfer@westga.edu) or 678-839-6438.