

Transfer Credit Re-Evaluation Form

Student Information:

Student Name: _____ Student ID: _____

Student Email: _____@my.westga.edu Major/Minor: _____

Transfer Course Information	UWG Course Information
Previous Institution: _____	*UWG Course Equivalent Awarded when ADMITTED:
Course Subject & Number: _____	Course Subject & Number: _____
Title: _____	Title: _____
Course Credit Hours: _____	Course Credit Hours Awarded: _____
Term/Year Taken: _____	*UWG Course Student is REQUESTING:
Grade Earned: _____	Course Subject & Number: _____

***The previous course description and/or course syllabus must be attached to this form to review the course.**

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 Course Title

_____ 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.

No Change. Equivalent awarded by Registrar’s Office is the appropriate equivalent.

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

NOTES: _____

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: _____

Department Chair Signature: _____ Date: _____

Check box, Email Confirmation in lieu of signature



Transfer Credit Re-Evaluation Instructions:

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 academic 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 that will be accepted for use within the degree program from all previous institutions is 90 semester hours.
- 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.

The department chair may require the student to submit additional documentation (course description, syllabus, previous faculty credentials, 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, they 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.**

Submit all completed and signed forms to the Office of the Registrar for processing. Please direct questions to the Transfer Team at: transfer@westga.edu or 678- 839-6438.