



Transfer Credit Re-Evaluation Request

Please read these instructions carefully. Forms not completely filled out will be returned to you.

Submit this completed form to the Registrar's Office, Towers 027.

READ THE FOLLOWING INFORMATION BEFORE SUBMITTING THIS FORM:

(Read and initial each statement indicating you understand the conditions)

- _____ For re-evaluation of transfer credit which may be applicable to your major or minor you will need to contact the department chair for a decision. Course information and syllabi will be required. If the department chair approves your request he/she must send a substitution/waiver form to the Registrar's Office in order for the revision to appear on your academic record.

- _____ For a re-evaluation of transfer credit for courses outside of your major or minor, complete the information below and attach a copy of the course syllabus for each course to be reviewed. **Additional comments may be added on the back side of this form.**

- _____ This form should be submitted to the Office of the Registrar within six (6) months of your original transfer credit evaluation.

- _____ Knowledge of prerequisites, the residency requirement, and limits on transfer credit is the responsibility of the student. Information can be found in the Otterbein University Undergraduate Catalog.

Name: _____ Student ID #: **A** _____

Phone: _____ E-Mail: _____ Term course was taken: _____

Institution from which the course was transferred: _____

Advisor's Name: _____ Advisor's Dept: _____

Advisor's Signature: _____ Date: _____

Course Taken <i>(List course prefix and #)</i> <i>Ex: ECON 2200, Macroeconomics</i>	Credit Hours <i>(Sem. or Qtr.)</i>	Otterbein credit you wish to receive <i>(List course prefix and #)</i> <i>Ex: INST 1501</i>	For Office Use Only Approved? Y / N

I have attached a course description and/or syllabus for the course(s) I plan to take *(required)*.

Student Signature _____ Date _____

For Office Use Only

Signature of Registrar's Office Official: _____ Date: _____



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Use the lines below to add any additional comments:
