

TRANSFER COURSE EVALUATION FORM

Use this form if you've been accepted, and your Southern University Undergraduate **Unofficial Web Transcript** has courses that read "ENGL XXXX, BIOL XXXX, HIST XXXX, MATH XXXX, etc." indicating the University has not yet evaluated if your transfer coursework can be counted toward your degree.

Note: If you have not been admitted, contact the Admissions Office immediately, www.subr.edu/admissions

Please **READ** carefully. All steps **must** be completed in order to be considered for evaluation.

NOTE: Processing may take up to 10-15 business days after final submission to the Registrar's Office.

Student's Full Name: _____

SUBR Email: _____

Student's Phone #: _____

Student ID#: _____

SUBR Major _____

SUBR College (i.e. College of Nursing and Allied Health) _____

Name of Transfer Institution: _____

Student's Signature: _____

Date: _____

Step 1 – Student Instructions:

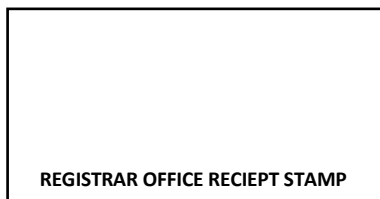
- Use a separate form for each transfer institution
- Complete the chart below to request that your transfer work be evaluated for possible acceptance at Southern University
- **Attach a course description** from the transfer institution **(1) official course catalog - or - (2) official course syllabus** for each transfer course being evaluated
- **Attach an (3) unofficial final transcript** from the transfer institution **(Make sure an official final transcript has already been submitted to the Southern University Office of Admissions and Recruitment or the Registrar's Office)*
- Obtain a "Signature for Approval" from the office of the Department Chair or College Dean for each transfer course by visiting the corresponding department. >>> For Office Contact Information <http://www.subr.edu/index.cfm/subhome/45>

Step 2 – Academic Department Chair or College Dean Instructions:

- Evaluate the transfer credit of the above student for possible acceptance at Southern University
- Please inform the student if more information is needed to make a decision at the above email and/or phone number
- Sign and instruct the student to submit the completed evaluation form with official transcript attached

Transfer Course Prefix	Transfer Course No.	Transfer Course Title	Transfer Course Credit Hrs.	SUBR Prefix	SUBR Transfer Course No.	SUBR Course Title	SUBR Credit Hrs.	(1) Department Chair OR (2) College Dean SIGNATURE FOR APPROVAL

FOR REGISTRAR'S OFFICE USE ONLY



Record Adjusted
Processed by: _____