

Transfer Credit Equivalency Update

This form is for departments to complete to update transfer evaluations for students who have transferred credits to UNC from other institutions. Once equivalencies are determined and documented by the related academic unit, those equivalent courses are consistently applied to ALL students who transfer those courses to UNC from that point forward, irrespective of their program of study.

To make adjustments (substitutions, waivers, etc) to program (major/minor/licensure) requirements for individual students, advisors will submit the [Course Adjustment form](#) on OnBase.

Transfer Institution Name: _____ Transfer Institution ACT code: _____

Transfer Course	UNC Equivalent

This change should be applied for any student who took this course in the _____ term or later.

Documentation supporting this equivalency update is on file in the department, copies available upon request. _____ Initials

Department Approval _____
(i.e. - Authorizing an equivalent course prefix of PSY must be done by the Psychology Department) Signature and print name Date

Chair/Director Approval _____
Signature and print name Date

(If the Department signatory is also the Chair/Director, please have the Assistant/Associate Dean sign. Two different signatures are required to effect transfer credit equivalency changes.)

**Return this form to the Office of the Registrar, Carter Hall 3002, Campus Box 50 or fax to 970-351-1870
For questions, please contact Susan Wheeler at 970-351-3485.**

Definitions:

Course Equivalency - a course taken at a previous institution that has been deemed to have comparable/equal content to a UNC course. An equivalent course decision may be made only by the related academic unit. Once equivalencies are determined and documented by the related academic unit, those equivalent courses are consistently applied to ALL students who transfer those courses to UNC, from that point forward, irrespective of their program of study.

Course Substitution - any program course requirement, as approved through the curriculum process and listed in the catalog, that is replaced/substituted by another course. All course substitutions must ensure the maintenance of academic program integrity and should be in the same area as the required course or in a closely related field. Additionally, course substitutions have direct academic impact on other UNC courses. Academic impact must be considered when a request for course substitution is made.

Course Waiver - any program course requirement, as approved through the curriculum process and listed in the catalog, that is deemed unnecessary to be completed by an individual student due to the student's non-course experiences and/or demonstrated existing knowledge. All course waivers must ensure the maintenance of academic program integrity. Academic impact must be considered when a request for course waiver is made.