



Transfer Equivalency Evaluation Cover Sheet

Name: _____ Student ID: _____

E-mail: _____ Phone: _____

Name of Transfer Institution: _____

Calendar Type (circle one): Semester Quarter Other _____

Example

Transfer Institution		Western Washington University	
Course Rubric	Number	Course Rubric	Number
BUS	300	FIN	341

Transfer Equivalency Procedures:

1. Collect a syllabus** and course description for each class you would like to have reviewed for equivalency. If you only have a course description, please submit the name and author of the text used for the class with the description. Please submit an unofficial transcript if you haven't done so already. **The odds of getting a class approved are better with the syllabus from the course.
2. Fill out this Equivalency cover sheet in its entirety, including the list of courses you would like to have transfer in towards your Business degree and what you feel they are equal to at Western Washington University (see course catalog – paper or online copy).
3. Submit the syllabus, description and cover sheet to: College of Business & Economics, Western Washington University, Parks Hall 419, 516 High Street, Bellingham, WA 98225-9072. You will be notified, via e-mail, of the faculty decision regarding your transfer classes. Please note that this process can take up to one month so be sure to plan ahead.

The Western Washington University registration system does not contain transfer course information. This means that if these courses are approved equivalent, the registration system will not recognize them as prerequisites. Please contact the department offering the course and let them know you had a transfer equivalency done and need access to a class. You should do this no less than one week prior to registration. If you are acquiring approval in advance, you must receive no less than a C- in the course and, upon completion, submit a final transcript in order to receive credit.

Transfer Equivalency Steps:

STEP 1:	Collect syllabi, course descriptions, and transcripts.
STEP 2:	Fill out cover sheet, attach to items from Step 1 and submit to the College of Business & Economics.
STEP 3:	Notify the department offering a course if you require an override to register due to a transfer equivalency.
STEP 4:	If you are getting approval in advance, please submit a final transcript showing your grade of C- or better.

NOTE: You are not required to complete a transfer equivalency for Washington State College courses that meet our foundation course requirements. For a list of these, please visit the Admissions web site: <http://admissions.wvu.edu/transfer/>