Request for Computer Science Transfer Credit

Section 1: To be completed by the **student**

Demographic Information Date: _____
Full Name: _____ Student ID: _____
Academic Advisor Name: _____
Transfer Institution Course Information Date Course Taken: _____
Institution Name/Location: _____
Course Number/Title to be transferred: _____
UNCG Course Information   Proposed Course Number to receive credit: _____   **Use the checklist below to assemble all relevant documentation in support of this transfer request:** (initial each one completed)   _____ Course Syllabus   _____ Textbook Used (or at least the name, author, and ISBN number of the text)   _____ Samples of your work in this course   Once complete, submit this form along with your supporting documentation to your academic advisor.

Section 2: To be completed by the **academic advisor**

Complete the two items below and send to the course coordinator for the course in question: Material sent to _____ on _____.   Course Coordinator   Date   A list of course coordinators can be found at http://www.uncg.edu/cmp/academic/courses.html

Section 3: To be completed by the **course coordinator**

Check the most appropriate response to the request for transfer credit below:

_____I have examined the material provided and conclude that the material covered encompasses the comparable UNCG course above. I approve granting the transfer credit.
_____I have examined the material provided and conclude that the material covered does not encompass the comparable UNCG course above. I do not approve granting the transfer credit.

      Rationale: _____

      _____

_____Based on the material provided, I am unable to process the request. The following material is needed before a decision can be made:

      _____

      _____

Evaluation complete. _____, _____.
                                    Course Coordinator   Date

Section 4: To be completed by the **academic advisor**

Based on the response from the course coordinator, complete the following by **initialing and dating** the most appropriate responses below:

_____ Communicate, with the student, the findings of the course coordinator.
_____ Return supporting material to the student.

_____ If the transfer request was approved, forward to the Undergraduate Director.
_____ If the transfer request was not approved,
      __the student does not wish to proceed further
      __the student will assemble more information and submit a new request.

Section 5: To be completed by the **undergraduate or graduate director (or both)**

Request sent to Registrar for processing.

_____ _____
      Undergraduate Director (for course levels 100-599) or   Date
    Graduate Director (for course levels 500-899) – both if req'd