

Day Program Transfer Course Re-Evaluation Request Form

Name:	Student ID:
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Instructions: Matriculated students who are seeking a re-evaluation of previous coursework taken at another accredited institution to be transcribed as a specific RWU course must obtain dean/department chairperson approval. This form and recommended supplemental materials listed below must be submitted to the appropriate dean or department chairperson for review. It will then be submitted to the registrar’s office by the dean or department chair.

The course must have been accepted as a transferred credit-bearing course from another regionally accredited college or university with a grade of C or better in order to be eligible for re-evaluation. For example, the course could have transferred in as “RWU elective”.

The requesting student should complete the form below and include the following recommended supplemental materials attached to their request:

- A copy of the course syllabus.
- A catalog description of the course from the institution, including the name, course code, and course title.
- Samples of coursework (if applicable)

Original Institution			RWU Original Transfer Equivalency		Revised RWU Transfer Equivalency	
Credits	Course Code	Course Title	Course Code	Course Title	Course Code	Course Title
E.g. 3	ENG.1000	Intro. to College Writing	RWU.ELEC	Free Elective	WTNG 102	How Writing Works

Reason for Request:

*****FOR OFFICE USE ONLY*****

Dean/ Department Chairperson:				
	Approved	Not Approved	Signature	Date: