



Transfer Credit Re-Evaluation Form

Student Information:

Student Name: _____ Student ID: _____

Student Email: _____@my.westga.edu Major/Minor: _____

Transfer Course Information

Previous Institution: _____

Course Subject & Number: _____

Title: _____

Course Credit Hours: _____

Term/Year Taken: _____

Grade Earned: _____

UWG Course Information

*UWG Course Equivalent Awarded when ADMITTED:

Course Subject & Number: _____

Title: _____

Course Credit Hours Awarded: _____

*UWG Course Student is REQUESTING:

Course Subject & Number: _____

***The previous course description and/or course syllabus must be attached to this form to review the course.**

Department Chair Approval:

I approve the following UWG course equivalent for the above listed course:

☐ Please award the following UWG course equivalent: _____

UWG Subject UWG Course Number Course Title

☐ _____ 1XXX/2XXX – Elective Credit
UWG Subject

☐ _____ 3XXX/4XXX – Elective Credit
UWG Subject

Undergraduate coursework may not substitute or transfer more than one level (e.g., a 1000-level course may not be substituted or accepted in transfer to replace a 3000-level course or vice versa).

☐ No Change. Equivalent awarded by Registrar's Office is the appropriate equivalent.

☐ There is no UWG Course Equivalent. No Credit should be awarded.

Provide Rational for Decision (REQUIRED): _____

Choose One:

☐
☐

Apply this course equivalent to this student's record only.

Apply this course equivalent for all future transfer students.

Department Chair Name: _____ Department: _____

Department Chair Signature: _____ Date: _____

☐ Check box, Email Confirmation in lieu of signature

Completed and Signed forms are sent to transfer@westga.edu for processing.

Student and Department Chair will receive an email notification once the student's transfer evaluation has been updated.



Transfer Credit Re-Evaluation Instructions:

A UWG undergraduate student who wishes to have a transfer course equivalent re-evaluated for UWG credit may submit this form to the department chair in the relevant academic discipline. **Please note: Departmental decisions on UWG course equivalents are final. There is no appeal beyond the departmental level.**

A student or advisor wishing to substitute one course for another course in the degree program should submit a petition in Wolf Watch instead of completing this form.

The following UWG transfer policies for undergraduate students may apply:

- The total amount of work that will be accepted for use within the degree program from all previous institutions is 90 semester hours.
- A grade of 'D' cannot be awarded for ENGL 1101, ENGL 1102, courses designated as major courses or professional courses in education.
- Undergraduate coursework may not substitute or transfer more than one level (e.g., a 1000-level course may not be substituted or accepted in transfer to replace a 3000-level course or vice versa).

The department chair may require the student to submit additional documentation (course description, syllabus, previous faculty credentials, etc.) to assist with the decision.

The department chair may choose to award an exact UWG equivalent for a transfer course, or if credit should be awarded, but there is no exact UWG equivalent, they may choose to award 1XXX/2XXX elective credit for lower-level courses or 3XXX/4XXX elective credit for upper-level courses. If no credit should be granted, check the box to award no credit. **Note: Undergraduate coursework may not substitute or transfer more than one level (e.g., a 1000-level course may not be substituted or accepted in transfer to replace a 3000-level course or vice versa).**

Submit all completed and signed forms transfer@westga.edu for processing. Please direct questions to the Transfer Team at: transfer@westga.edu or 678- 839-6438.