

Request for Review of Transfer Credit

Date: _____ Dawg Tag ID #: _____

First Name: _____ MI: _____ Last Name: _____

Address: _____

Email Address: _____ Cell Phone: _____

Major: _____ Minor: _____

Course(s) completed at: _____ School Code: _____
 (Name of school and location if school has multiple campuses)

				<i>For use by Academic Department ONLY</i>		
Transfer Course Number & Title	Term Taken	Credit Hours	Grade	SIUC Equivalent Course	Approved*	Denied
					Univ Indiv	
					Univ Indiv	
					Univ Indiv	
					Univ Indiv	
					Univ Indiv	
					Univ Indiv	
					Univ Indiv	
					Univ Indiv	
					Univ Indiv	
					Univ Indiv	

***If equivalent course is approved, is it to be applied
 UNIVERSALLY or for this INDIVIDUAL STUDENT ONLY?**

Students must provide copy (either paper or electronic) of course syllabus for review of course in determining possible awarding of SIUC course credit.

Turn in completed form to your Academic Advisor

For use by Academic Department ONLY

Comments:

Course Reviewed by: _____ Department: _____

Signature: _____

Return completed form to transferservices@siu.edu or by campus mail to Mail Code 4725

Request for Review of Transfer Credit

INSTRUCTIONS

The Request for Review of Transfer Credit form is designed for use by students to initiate the process of having transfer courses reviewed for possible awarding of SIUC major course credit. The form can be completed electronically and emailed to the Academic Advisor or completed by printing the form, filling in information requested, and turning in to Academic Advisor.

Students should fill out the top portion of the form which includes:

Date
Student ID/Dawg Tag Number
Name
Address
Email address
Cell phone number
Major/Minor
School Where Transfer Course(s) Completed
Transfer Course Number & Title
Term Taken
Credit Hours
Grade

Completed form should be turned into the Academic Advisor of the student. For optimum review of a course, a copy of the course syllabus from the term student completed course is required to be submitted with the completed form.

Once form has been reviewed and signed by the Academic Department, it should be forwarded to transferservices@siu.edu or by campus mail to Mail Code 4725.