

Records & Advising Services

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Substitute/Transfer Course Equivalency

Separate forms must be used for each program (major/minor/liberal education/areas of emphasis/licensure) and for each college or transfer.

Name: _____ **SSN/BSU ID:** _____

Street: _____ **Date:** _____

City: _____ **State:** _____ **Zip:** _____

This equivalency evaluation is for courses taken at:

_____ for my (check one only and identify):

Catalog Used

(Specify Institution)

- Major:** _____
- Minor:** _____
- Liberal Education** (transfer only): _____
- Area of Emphasis:** _____
- Licensure Endorsement:** _____

Verify (Office use ONLY)

Substitute/Transfer Course(s):

To be used in place of:

Trans. Dept.	Course No.	Substitution/Transfer Course Title	Period Taken	Grade Rec'd	Credits Rec'd

BSU Dept.	BSU Crs. No.	Course Title	DARS Perm. Equiv.* Y/N	Credits Granted

* Y indicates that this transfer equivalency can be set-up as a permanent equivalency in DARS

Signature of Advisor: _____ Recommendation: Approval Denial

Signature of Dept. Chair: _____ Recommendation: Approval Denial

COMMENTS:

Registrar: _____ Recommendation: Approval Denial

For Office Use ONLY

DARS: _____
Date Initials Code Req.

Sent: _____
Date Initials