Undergraduate Transfer Equivalency Form

This form is used to (1) appeal transfer of credit for courses already listed on a student’s ODU transcript or (2) determine in advance the equivalency of a course to be taken at another institution.

Complete and submit one form per course to be reevaluated.

Name: ____________________ University ID: ____________________ Today’s Date: ____________________ ODU Email: ____________________

Major: ____________________ Minor: ____________________

<table>
<thead>
<tr>
<th>Transfer Institution</th>
<th>Date course was completed</th>
<th>Subjec t ex. BIOL</th>
<th>Course Number ex. 101</th>
<th>Credit Hours ex. 3</th>
<th>Course Title</th>
<th>ODU’s Current Course Evaluation (as it appears on your Transcript in LEO Online)</th>
<th>Anticipated ODU course Equivalent ex. BIOL 115</th>
<th>Credit Hours ex. 3</th>
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Attach a copy of the course description from the transfer institution’s college catalog.

Reevaluation: ☐ Or Determination in advance: ☐

This section to be completed by evaluator:

Approved: ☐

Update Monarch Transformation: ☐ Or Substitution Only ☐

Reevaluated as: ________________

Evaluated by: (print) ________________

(signature) ________________ Date: ________________

Declined: ☐ Explanation: ________________________________________________________________

Additional information required:

☐________________________________________

________________________________________
Instructions

1. Be sure to legibly complete all information. If the evaluator cannot read your handwriting, he/she will not be able to process your request.

2. Complete a separate form for each request.

3. Attach a copy of the course description from the transfer institution’s course catalog.

4. Keep a copy of the form and supporting documentation for your records.

5. Submit the form and supporting documentation to the appropriate office:
   
   a. Biology courses: Dr. Christopher Osgood, MGB 302K, cosgood@odu.edu
   
   b. Math courses: Robert Strozak, 2003H Strome Entrepreneurial Center, rstrozak@odu.edu
   
   c. Chemistry courses: Dr. Pinky McCoy, 110B Alfriend Chemistry Bldg, pmccoy@odu.edu
   
   d. Computer Science courses: Dr. Janet Brunelle, Engineering Building 3300, jbrunell@odu.edu
   
   e. OEAS courses: Dr. David Burdige, OEAS 439, dburdige@odu.edu
   
   f. Physics courses: Dr. Stephen Bueltmann, OEAS 2100F, sbueltma@odu.edu
   
   g. Psychology courses: Ms. Jennifer Younkin, MGB 250, jyounkin@odu.edu
   
   h. All courses in the College of Arts & Letters: Dr. Janet Katz, BAL 933, jkatz@odu.edu
   
   i. All courses in the College of Business: William Miller, Constant Hall 1011, wmiller@odu.edu
   
   j. All courses in the College of Health Sciences: Leanne White, Health Sciences Building 2112, lawhite@odu.edu

6. Once the course has been approved by the department, submit the completed form to ODU’s Admissions Office, 1004 Rollins Hall.