



northern *State* university

REQUEST FOR CHANGE OF TRANSFER EQUIVALENCY

Instructions: This form is not to be used to request approval of courses for transfer to Northern State University. It is only to be used to request that a course *already accepted in transfer* by NSU be equated to a different course than that to which it was originally equated. Please use a separate form for each request, listing no more than one course on a form. Appropriate documentation about the course which will enable the department chair to make a decision – such as course description, syllabus, or course materials – must be included with this request. Approved requests will be processed when received by the Registrar’s Office. **The authorizing dean’s office will notify students of their decision. Students may also check for approval via WebAdvisor.**

STEP 1.

To be completed by the student.

_____ *Student Name (please print)* _____ *ID Number* _____ *NSU email address*

I request NSU accept in transfer: _____
Transfer course prefix/number/title (Ex: ENG 101 Composition)

from _____
Name of institution and location (including city & state)

taken during _____
Academic term/year (Ex: Spring 2004)

as the equivalent to NSU’s _____
NSU course prefix/number/title (Ex: ENGL 101 Composition)

_____ *Student’s Signature* _____ *Date*

STEP 2.

To be completed by the chair of the department offering the NSU course.

- Request approved. *If approved, please check only one option below:*
 - This is a one-time change for the above student only.
 - This change should apply to all future transfers of this course.
- Request denied.

Printed Name of Authorizing Department Chair: _____

_____ *Signature* _____ *Date*

STEP 3.

Final approval required by the dean of the college offering the NSU course.

- Student notified of decision via email
- Original paperwork returned to the Registrar’s Office

Printed Name of Authorizing Dean: _____

_____ *Signature* _____ *Date*