



Regionally Accreditation of Originating Institution Checked

East Georgia State College does not normally accept transfer credit from any institution that is not accredited by a regional accrediting body.

Student to provide course descriptions for courses under review

Please send copies of course descriptions, if applicable, with this completed form when returning it to the Registrar's Office-Transcript Evaluator.

Student Information:

Name: _____ Student ID: 930 _____ Catalog Term: _____

Major: _____ Anticipated Graduation Term: _____

EGCS Campus: Swainsboro Statesboro Augusta Online

Original Course Title/Number	Grade	QTR/SEM Hour	Name of Transferring Institution	EGSC Equivalent Course

Comments:

I Approve these course equivalencies for **this student only.**

 Signature of Dept. Head/ Designee of Appropriate Department _____
 Date

I Authorize the Registrar's Office to equate these courses for **any student.**

 Print name of Dept. Head or Designee of Appropriate Department _____
 Date

Guidelines for using Course Equivalency Form

1. A Course Equivalency Form is needed when a course taken at another regionally accredited institution is deemed equal in content to an existing EGSC course.
2. Course equivalency forms may be initiated by an EGSC Department Head **ONLY** and are available only through academic departments and the Registrar's Office.
3. When a course equivalency is determined, the advisor will complete this form and forward it to the department head or designee for endorsement. The form should then be forwarded to the Transfer Evaluator in the Registrar's Office for processing. **Students are NOT allowed to hand carry completed forms to the Registrar's Office.**
4. When a course description is requested to determine equivalency, a copy of the description should be attached to this form when it is returned to the Registrar's Office.
5. The appropriate adjustment to the student's permanent record will be made and the form and courses description will remain a part of the student's permanent record.
6. The department head/designee should approve these equivalencies for the student in question specifically or authorize the Registrar's Office to equate these courses for other students in the future by checking the appropriate box above their signature.