

Directions and Information

In order for your Re-Evaluation request to be processed, the Admissions Office must have an official copy of the transcript listed on this form. It is your responsibility to request official transcripts be sent to Admissions prior to filing this form.

If you do not see certain transfer courses on your evaluation or degree audit, please do not fill out this form. Due to maximum number of hours allowed in transfer, we cannot list every course you completed from transfer institutions. If there is a course you need for your major, then you must submit this form with a letter from your advisor detailing the justification to swap courses.

If you have questions about the transfer credit policy, please refer to the Transfer Credit Policy sheet for details.

Processing Time

Depending on the time of year and the amount of research involved, Re-Evaluation requests can take 4 to 8 weeks to complete. A written response will be forwarded to the address listed on this form once your request has been processed.

Date

Student ID

Last Name

First Name

Middle

First Semester Enrolled

Street Address

College/University

City

State

Zipcode

Dates Attended

Use the section below to describe your reason for requesting a Re-Evaluation. Be specific in your description. Write clearly and legibly. **PLEASE PRINT.**
