



Course Equivalency Request



Student Name: _____ NSHE #: _____

A course description might be necessary to determine equivalency of a course taken at another institution to a course offered by CSN. Processing time varies depending on the steps below:

- 1 Student submits appropriate documentation (see below) to the Office of the Registrar.
- 2 Office of the Registrar forwards course description* to appropriate department.
- 3 Department determines if course is equivalent and responds to the Office of the Registrar.
- 4 Student's account is adjusted according to department recommendation.

Has your Transfer Credit Evaluation been completed? YES NO (results will not be given until evaluation is complete)

Student Signature: _____ Date: _____

Please note: CSN accepts copies of institutional catalog pages and printouts from institutional websites. **Please submit course description from the catalog year you took the course.** All international course descriptions must be translated by an accredited agency. For a complete list of acceptable agencies, please go to <http://www.naces.org/members.htm>.

Copy and pasted course descriptions will be automatically denied.

*Appropriate documentation

Using Institution's Catalog

- 1 Submit copy of front cover of catalog.
- 2 Submit copy of accreditation page from catalog.
- 3 Submit course description.*

OR

Using Institution's Website

- 1 Submit course description * from the school website (make sure URL is visible at the bottom of the page).

*Some departments may require a syllabus.

List the school and course you wish to have considered as a CSN equivalent (must submit one form per course):

Transfer School: _____ Course: _____ Equivalent to course: _____ offered at CSN

Approved Denied Department Chair Signature _____

Comments: _____

Official Use Only

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| <p>Front Desk Only:</p> <p><input type="checkbox"/> Verified TCE request/completion is on file.</p> <p><input type="checkbox"/> Noted in external education comments under appropriate school.</p> <p><input type="checkbox"/> Verified appropriate documentation is attached.</p> <p>_____</p> <p>Received by (print)</p> | <p>Date stamp</p> | <p>Evaluator only:</p> <p><input type="checkbox"/> Equivalency already in system</p> <p><input type="checkbox"/> Sent to Department Chair for review</p> <p><input type="checkbox"/> Logged in results</p> <p><input type="checkbox"/> Notified student</p> <p>_____</p> <p>Initials _____ Date _____</p> |
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