REQUEST FOR EVALUATION OF COURSES TO BE TAKEN AT ANOTHER INSTITUTION
(For use by current or former Tarleton State University students only, please write legibly)

Name: ______________________________ Date: ______________________________

Address: ______________________________ TSU UIN: ______________________________

City, State, ZIP ______________________________ Major: ______________________________

Please mail results to me at the address above ____ -or- I will pick up (Administration Bldg; Rm 133) ____

Institution you plan on attending: ______________________________

____________________ ______________________________
Institution Name Location (city and state)

Unit of credit used at the institution: semester hours _____ quarter hours _____ other _____

In the spaces below list the department, number, credit value and title for each course you plan to take and submit this form to the TSU Transfer Services. Attach a catalog description or syllabus for each course; course schedule listings provide information for evaluation. The office of Transfer Services has my permission to access my records to the extent necessary to process this request.

Your signature: ______________________________

<table>
<thead>
<tr>
<th>Department &amp; Course number</th>
<th>credit hours</th>
<th>course title</th>
<th>TSU transfer evaluation (office use only)</th>
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Evaluated By: ______________________________ Title: ______________________________ Date: ______________________________

NOTES:

1. Pre-evaluation of transfer credit does not certify that it will fulfill specific TSU degree requirements. Your academic dean's office determines how transfer credit applies towards your degree.
2. Courses will transfer in at the same level as they were taken (Freshman, Sophomore, Junior, Senior).
3. Developmental, Technical, or Vocational coursework does not transfer.
4. The last 30 hours is required in order to receive a degree from Tarleton State University. Contact your dean's office if you have questions about this requirement.
5. Courses at other institutions may have no direct TSU equivalent. Therefore the class will be considered a no match. Also some departments request that Transfer Services not assign credit for their courses in transfer. In this case it will also be a no match. (ex. Eng 1-) This may also happen if the course of transfer has more or less credit hours. If this should happen you will need to speak with your academic department to get a course substitution for that course.

Revised July 6, 2010