TRANSFER CREDIT RECOMMENDATION

This form is intended for use by students who have been formally admitted to USU. Students who have not been admitted should contact the USU Admissions Office.

Student instructions: Please complete the top portion of this form to request that your transfer work be evaluated for possible acceptance at Utah State University. If you have questions about who should sign the form, contact the Articulation Office (TSC 246 or 1600 Old Main Hill, Logan, UT, 84322-1600). Be prepared to provide additional information if requested. This may include course syllabi, course descriptions, catalog information, etc. You will be notified via email when the evaluation is complete. A separate form should be used for each transfer institution. **NOTE: This evaluation is valid for your current major or degree program. If you change your major or pursue a different degree, credit is subject to re-evaluation and may or may not be accepted.**

Name:_____ A #:_____
Email:_____ Phone: _____
Transfer institution:_____ Advisor:_____
Signature:_____ Date:_____

Articulation Office: REASON EVALUATION IS REQUIRED (CHECK ALL THAT APPLY):
__TRANSFER WORK IS NOT FROM A REGIONALLY ACCREDITED INSTITUTION; SEND TO ACADEMIC DEPARTMENTS FOR EVALUATION
__TRANSFER WORK IS FROM A REGIONALLY ACCREDITED INSTITUTION THAT WE DO NOT HAVE AN ARTICULATION AGREEMENT WITH; SEND TO ACADEMIC DEPARTMENTS FOR EVALUATION
__ELECTIVE CREDIT AWARDED; STUDENT REQUESTING RE-EVALUATION BY ACADEMIC DEPARTMENT

Department/Advisor instructions: Please evaluate the attached transfer credit on behalf of this student for possible acceptance at Utah State University. If you require any additional information, please contact the student at the above e-mail and/or phone number. When your evaluation is complete, return it to the Articulation Office (UMC 1600).

It is recommended that the following action be taken:

☐ No credit given; explanation: _____

_____

☐ Add the following transfer courses, with grades, to student's USU transcript.

Transfer Course	Course Title	Credit	Grade	USU Course

_____ _____
Academic Department (Articulation Rep) Date Advisor Date

05/2007