



### Transfer Equivalency Request

Students may request an Academic Program review of transfer course(s) to meet SOU Degree Requirements. A request is made when a student desires to substitute one course for another required course when a clear relationship exists between the two. Approved course (s) will appear on your DegreeWorks audit.

#### STUDENT-COMPLETE THIS SECTION:

Name: \_\_\_\_\_ SOU ID: \_\_\_\_\_

Transfer Institution/School: \_\_\_\_\_

City and State: \_\_\_\_\_

List the Transfer Course(s) you want evaluated and the SOU course(s) you are requesting the exception for:

**Example: Course Prefix: BUAD Course No: 124 Title: Business Ethics**

Course Prefix: \_\_\_\_\_ Course No: \_\_\_\_\_ Title: \_\_\_\_\_

Course Prefix: \_\_\_\_\_ Course No: \_\_\_\_\_ Title: \_\_\_\_\_

Course Prefix: \_\_\_\_\_ Course No: \_\_\_\_\_ Title: \_\_\_\_\_

Course Prefix: \_\_\_\_\_ Course No: \_\_\_\_\_ Title: \_\_\_\_\_

#### Additional Documents Required

Submit the following documents to the appropriate Academic Program with this completed form (i.e. literature course to English program). Please be advised, you may be required by the program to submit additional documents.

- Catalog course description for each transfer course
- Course Syllabus for each transfer course

#### SOU FACULTY-NEXT STEPS

If the review finds the course(s) to be applicable for this student **only** then a petition(s) for an exception must be submitted in DegreeWorks found in the Online Services section of your insideSOU.

#### AND/OR

If the review finds the course(s) to be a direct equivalent applicable to ALL STUDENTS, please email [trasnferarticualtion@sou.edu](mailto:trasnferarticualtion@sou.edu) with the change.

**\*\*\*Please DO NOT submit this form to the Enrollment Services Center\*\*\***