


EQUIVALENT COURSE REQUEST: STUDENT VIEW

**BAYLOR** Equivalent Course Request (for Current Students)

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The following pages will walk you through the process to request a Baylor course equivalency for a course that you plan to take elsewhere.

Important: Before you make this request, please use the [Equivalent Course Tool](#) to ensure that the equivalency you are requesting does not already exist. Do not submit requests for equivalencies that currently exist.

The following three deadlines are very important. If you do not meet these deadlines, your request will not be considered.

- For all summer terms, your request must be received by **May 15th**
- For all fall terms, your request must be received by **August 15th**
- For all spring terms, your request must be received by **December 15th**

The process will require you to enter the following information about the course you plan to take elsewhere. Make sure you have this information at hand before you start this request:

- Name of institution and the state in which it is located
- Title of course
- Course prefix and number
- Credit hours
- Course description from the catalog
- Textbook (title, author and edition)
- Course syllabus (as recent as possible)

The course syllabus should provide information including course goals and objectives, course requirements and/or grading policies, and a schedule of topics (or chapters) covered. Incomplete information may result in denial of your request.

You will also need to know the following information about the potential Baylor equivalent course:

- Course prefix and number
- Credit hours

Once submitted, your request will be reviewed by the Office of the Registrar to determine if you are eligible to transfer hours at this point in your Baylor career (please refer to the [post-matriculation transfer credit policies](#) for more information). If approved by the Office of the Registrar, your request will be reviewed by the appropriate academic department to determine if the requested equivalency is acceptable for transfer.

Once the review is complete, you will receive an email directing you to check the results of the request by clicking the "View My Requests" link on this web page.

Note: Use of the browser back button may cause unpredictable results.

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Baylor University Waco, Texas 76798 1-800-229-5678

ID: 8909000000	Name: [REDACTED]	Request Date: 5/23/2016
College: HH	Degree: BA	Major(s): CSD

College Name: McMurry University	Transfer School State: TX
Semester: Fall 2016	

Add McMurry University transfer course information on this form, one course at a time. (If a lecture and lab have two separate course numbers at the transfer school, please enter them separately.)
(*required)

*Subject Prefix:

*Number:

*Title:

*Credit Hours:

*Textbook Title:

Textbook Author(s):

Textbook Edition:

*Course Description (from course catalogue):

You must upload a syllabus before the course can be added to the request.

*Syllabus:

Use this text box to supply additional information about the course (i.e. a link to a web page about the course, additional lab information, or information that does not appear in the syllabus).