

# High School College Course Evaluation Request Form

CUA ID #: \_\_\_\_\_

EMAIL: \_\_\_\_\_

NAME: \_\_\_\_\_ CUA SCHOOL: \_\_\_\_\_

MAJOR: \_\_\_\_\_ UG ADVISOR: \_\_\_\_\_

<b>INSTRUCTIONS:</b>	<ul style="list-style-type: none"> <li>• Submit 1 form for each University you received credit at to <a href="mailto:cua-transfercredit@cua.edu">cua-transfercredit@cua.edu</a> or (McMahon B10) for initial review.</li> <li>• Official transcript must be sent to: <i>Transfer Coordinator</i> <i>B10, McMahon Hall</i> <i>620 Michigan Ave., N.E</i> <i>Washington, DC 20064</i></li> <li>• If a course syllabus is needed for evaluation, the Transfer Coordinator will notify you via email. It is the student's responsibility to contact the High School or University to request a copy of the syllabus.</li> <li>• The Transfer Coordinator will notify you when your course evaluation is complete. Consult your UG Advisor with Questions.</li> </ul>
----------------------	--

College/University that Issued Credit: \_\_\_\_\_ Transcript sent (Y/N): \_\_\_\_\_

College Course Number (i.e. SOC 101)	College Course Title (i.e. Intro to Sociology)	College Credits (i.e. 3)	(OFFICE USE ONLY) CUA Equivalent	Fulfills Which Degree Requirement (Major, Minor, Distribution, Free Elective, Excess)

\_\_\_\_\_  
Transfer Coordinator Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Undergraduate Advisor

\_\_\_\_\_  
Date

Transfer credit evaluation for CUA equivalency is conducted by the faculty members in the appropriate department. Acceptance is determined by your school as the course/s must fulfill degree requirements. Please consult the Academic Advising Coordinator for your major if you have further questions.