

**Grady College of Journalism and Mass Communication
Office of Undergraduate Services**

Request for Transfer Course Evaluation

Please submit the following to Beth Rector, Office of Undergraduate Services, using a separate request form for each course to be evaluated. You may email the form and syllabus to brector@uga.edu or bring them to Mrs. Rector's office in room 312 Journalism. You must include:

- A copy of the course syllabus, attached to this request form
- A copy of the course description from the course catalog of the sending institution
- This form completed and signed (type name if emailing)

Complete Name: _____

UGA E-mail Address: _____

Student ID Number: _____ Major: _____

Title & Course Number of Course Evaluated: _____

Number of Hours Credit: _____ Semester or Quarter Hours: _____

Complete Name of Institution & City/State Where Course Was Taken: _____

Name of Instructor: _____ Semester/Year Course Was Taken: _____

For which Grady course do you wish to substitute this course (please indicate both title and course number)? _____

Requests will be forwarded to the department head for evaluation. You will be contacted via your official UGA e-mail account once your request has been reviewed.

I certify that the information I have provided is true.

Student Signature

Date

For office use only:

Approved as Equivalent to: _____

Request Denied

Dept. Dept. Head Signature

Date