

## EQUIVALENCY SHEET

This form can be filled out with Adobe Acrobat and then printed for signatures. **You must submit the Course Syllabus with this form.** Any questions may be directed to the Office of Records or [records@qatar.tamu.edu](mailto:records@qatar.tamu.edu)

UIN: \_\_\_\_\_ Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_  
 Mobile phone: \_\_\_\_\_ Email Address: \_\_\_\_\_  
 Local Address: \_\_\_\_\_  
 City: \_\_\_\_\_ Country: \_\_\_\_\_  
 Name of College or University you plan to attend: \_\_\_\_\_

Address of College or University you plan to attend: City: \_\_\_\_\_ Country: \_\_\_\_\_  
**List the number and name of the course for which you plan to enroll: Please submit a copy of the course description and course syllabus if possible. You are responsible for contacting the University for the syllabus.**

Course Number (example: Math151)	Course Name (Engineering Math I)	To Substitute TAMUQ Course

**ACADEMIC ADVISOR SIGNATURE** (required before processing): \_\_\_\_\_  
*This signature is not approval of the transfer courses but solely approval that these courses will be evaluated for transfer and degree requirement relevance and applicability.*

+ \_\_\_\_\_

**FOR OFFICIAL UNIVERSITY USE ONLY BELOW THIS LINE:**

The following courses, if completed satisfactorily at the school designated, will be acceptable in transfer to Texas A&M University. Courses which are indicated as transferring “by title” must be approved by your academic advisor before they can be used to meet degree requirements. A maximum of five courses for enrolled Texas A&M University students will be researched each semester.

University is ABET accredited:       Yes       No

Course Attributes:     Transfer by Title       No Equivalency

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Director of Records (or designee) \_\_\_\_\_ Date \_\_\_\_\_

**If no equivalency, syllabus must be reviewed by Program Chair for the department course is taught.**

Course is equivalent based on documentation provided.

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Program Chair \_\_\_\_\_ Date \_\_\_\_\_

- Notes:
1. Processing this form may require a minimum of 2 weeks. Please submit your requests in advance.
  2. This office must receive an official transcript from the registrar’s office of the other college or university you attend before credit can be transferred to Texas A&M University. Transcripts issued to the student cannot be accepted.
  3. Hours and grade points earned at another college or university will not be included in computing your Texas A&M University grade point ratio (GPR).
  4. In order to receive credit you must be awarded a final grade of “C” or higher.
  5. Various courses that transfer as equivalent credit may transfer “by title only” if taken by correspondence.
  6. You must secure your dean’s permission to enroll concurrently in another college or university.