

Evaluation of Credits

Steps for completion:

1. **Sections A and B:** Student completes in consultation with their advisor.
2. **Section C:** For departments in CLA, CSE, CEHD, and CFANS, student should bring this form to the department offering the course. For departments in CDES, CCE, CBS, SON, and CSOM, student should bring this form to the central office identified on Page 2.
3. **Section D:** Student's college advisor will help student determine the appropriate routing information for final actions.

To ensure privacy online, open in Adobe Reader (free at Adobe.com). Please add the required signature(s) in blue or black ink.

SECTION A. Student and Course Background				<i>(Completed by student)</i>	
Student's Name (last, first, middle initial)				University ID	
Student's College			Email address		
Please enter course information below:					
Name of Institution		City	State	Country	
Department		Course #	Course Title		
Number of Credits		Choose one: <input type="checkbox"/> Semester <input type="checkbox"/> Quarter		Term/Year Course Taken	
Please attach a course syllabus. One form must be completed for each course being evaluated. Departments may also request additional course material.					
SECTION B. Course Identification & Reason for Request				<i>(Completed by student and approved by Academic Advisor)</i>	
Course was: <input type="checkbox"/> Transferred <input type="checkbox"/> Not Transferred					
Student is seeking (check all that apply):					
<input type="checkbox"/> Transfer credit <input type="checkbox"/> Determination of an equivalent course <input type="checkbox"/> Reclassification of the course at the 3xxx, 4xxx, or 5xxx-level					
Comments: _____					
Note: All Religious Studies/Theology courses from private institutions must be evaluated by RELS program					
Academic Advisor (print name and initial)				Date	
Advisor's Office Location			Phone	Email	
SECTION C. Departmental Recommendations				<i>(Completed by department)</i>	
Level Classification (check one): <input type="checkbox"/> No Transfer <input type="checkbox"/> 1xxx <input type="checkbox"/> 2xxx <input type="checkbox"/> 3xxx <input type="checkbox"/> 4xxx <input type="checkbox"/> 5xxx					
For Courses that Transfer (check one):					
<input type="checkbox"/> There is no equivalent course.					
<input type="checkbox"/> Equivalent course: _____					
Is this classification acceptable for all UMTC students? (check one): <input type="checkbox"/> Yes <input type="checkbox"/> No					
<input type="checkbox"/> If no, should be accepted in lieu of: _____					
Note: All major/minor requirement exceptions should be noted on the student's program form and/or APAS.					
Comments: _____					
Dept. Representative (print name and initial)		Phone	Email	Date	
Section D. Final Actions				<i>(Completed by student's College Advising Office)</i>	
After evaluation, please return form to:					
Office: _____ (i.e. Student's Advisor or College Student Services Office)					
Phone: _____					

College Offices

College of Biological Sciences Student Services

3-104 Molecular & Cellular Biology
420 Washington Ave SE
Minneapolis, MN 55455
612-624-9717
ssfrdsk@umn.edu
Campus Mail Code: 6174A

College of Food, Agricultural and Natural Resource Sciences

190 Coffey Hall
1420 Eckles Ave.
St. Paul, MN 55108-6074
612-624-6768
cfanssso@umn.edu
Campus Mail Code: 6074B

Carlson School of Management Undergraduate Program

2-190 Hanson Hall
1925 4th Street S.
Minneapolis, MN 55455
612-624-3313
advisbsb@umn.edu
Campus Mail Code: 7041

College of Liberal Arts Advising

16 Johnston Hall
101 Pleasant Street S.E.
Minneapolis, MN 55455
612-625-2020
class@umn.edu
Campus Mail Code: 3774

College of Continuing Education

Student Services and Advising
20 Ruttan Hall
1994 Buford Avenue
St. Paul, MN 55108
612-624-4000
cceadvis@umn.edu
Campus Mail Code: 6045B

School of Nursing

5-140 Weaver-Densford Hall
308 Harvard Street SE
Minneapolis, MN 55455
612-625-7980
sonstudentinfo@umn.edu
Campus Mail Code: 1331

College of Design Student Services

12 McNeal Hall
1985 Buford Avenue
St. Paul, MN 55108-6136
612-624-1717
cdesinfo@umn.edu
Campus Mail Code: 811B

College of Science and Engineering Student Services

105 Lind Hall
207 Church Street SE
Minneapolis, MN 55455
612-624-2890
csestudent@umn.edu
Campus Mail Code: 0611

College of Education and Human Development

360 Education Sciences Building
56 East River Road
Minneapolis, MN 55455
612-626-9252
cehd@umn.edu
Campus Mail Code: 3171