**Missouri Western State University**

**Recommendation for Change from Established Transfer Course Equivalent (including AP and IB)**

Use this form for changes to individual transfer course equivalents. If there are a large number of courses in association with program to program updates, one form, including appropriate signatures, may be attached to supporting documentation.

**Date:** Click here to enter text.

**MWSU Course: ( NEW COURSE)**

**MWSU Course Description:** Click here to enter text.

**Transfer Institution:** Click here to enter text.

**Transfer Institution Course:** Click here to enter text.

**Transfer Institution Course Description:** Click here to enter text.

**Course should now be accepted**  **Course should no longer be accepted**

**Reason and/or supporting evidence for the course change indicated above:** Click here to enter text.

**Notes:**

* Change request received before October 1st and which restrict equivalency assignments will be effective the following Fall semester.
* Change requests received after October 1st and which restrict equivalency assignments will be effective in two Fall semesters.
* Change request which expand equivalency assignments will be effective the next semester which has yet to have transfer equivalencies processed.

Department Chairperson \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(department which houses the course(s))

College or School Dean \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Provost’s Office \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**For Admission’s Office Use Only**

Term change is effective \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Admissions Office Notified \_\_\_\_\_\_\_\_\_\_\_\_\_ Transfer Institution Notified \_\_\_\_\_\_\_\_\_\_\_\_\_

Banner Updated \_\_\_\_\_\_\_\_\_\_\_\_\_ Webpage Updated \_\_\_\_\_\_\_\_\_\_\_\_\_