

THE SCHOOL OF BUSINESS

Office of Undergraduate Advising – BUSN 248 – (860) 486-2315

COURSE EVALUATION FORM

A student may use this form to see if a course *that has already been approved for credit* will satisfy a requirement for a School of Business degree. Please follow the instructions below and email all materials to undergrad@business.uconn.edu or drop off hard copies of all materials, including this form, to BUSN 248. Allow for up to four weeks for review, taking note of the evaluation period below.

- I am a: **Non-Business major seeking admission** to the School of Business, requesting evaluation of ACCT 2001
 Non-Business major not seeking admission to the School of Business, requesting evaluation of Business coursework
 Business major, requesting evaluation of a course or credits to fulfill a requirement for the School of Business

Time period you may submit this form:	Time period you may make Prior Course Approval requests through StudentAdmin:	Terms for which you can make a request:
April 1 - July 1	March 15 - June 15	Summer and Fall
October 1 - February 1	September 15 - January 15	Winter and Spring

Student name: _____ Student ID (0123456): _____ Semester standing: _____

Email address: _____ @uconn.edu Phone: _____ Major: _____

Current Advisor: _____ Have you discussed this with your Advisor? Yes No

1. Has this course already been approved through Admissions Office for credit?

- YES** → please indicate which of the two options were pursued:
- I submitted a [Prior Course Approval](#) form through StudentAdmin *and have attached the results to this request*
 - The course is offered at a CT College and the equivalency is listed on the [Transfer Course Equivalencies site](#) *and I have attached the screenshot of the equivalency to this request*
- NO** → you are not eligible to submit this form at this point. Please go through [Prior Course Approval](#) to have your course evaluated by the Admissions Office, then attach the results to this form and submit per outlined instructions.

2. Please provide us with course and institution information:

Name of Institution: _____ City, State, Country: _____
 Website for Institution: _____
 Course Subject and Number (must match Prior Course Approval or Transfer Course Equiv. site): _____
 Course Title: _____ What is the format? In-person Online/Hybrid
 When are you planning on taking this course? _____
 What School of Business course are you requesting this to count as? _____

3. Please provide us with your Academic Plan (an explanation for why you are making this request):

Feel free to share other details about your academic plan that are important for this request on the back of this sheet.

4. Attach supporting documentation. Only submissions that include all of the following documentation, and that are submitted during the evaluation period as noted above, will be reviewed. Use the following checklist to ensure review:

- This form, completed.
- The prior course approval or screenshot of the equivalency listed on the transfer course equivalencies site.
- A syllabus for the course you are seeking to take at the other institution (if this is not available, it may prevent us from being able to properly evaluate request; attach a detailed course description if this is the case).
- Submit during the evaluation period based on which term you are planning on taking the course, as noted above.

Student signature: _____ Date: _____