

**Elmer R. Smith College of Business and Technology**  
**Transfer Equivalency Request**

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Student Name: \_\_\_\_\_ ID #: \_\_\_\_\_

Program of Study: \_\_\_\_\_

Expected Graduation Date: \_\_\_\_\_

Academic advisor name: \_\_\_\_\_

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MSU course for which you want transfer equivalency: \_\_\_\_\_  
MSU course name MSU course number

Name of proposed school: \_\_\_\_\_

Name & number of proposed course: \_\_\_\_\_

Begin date of proposed course: \_\_\_\_\_ End date: \_\_\_\_\_

Format of proposed course:    Online    Face-to-Face    Credit hours: \_\_\_\_\_

Have you verified with MSU's Office of the Registrar that the proposed school listed above is regionally accredited? \* Yes    No

\* Only courses from institutions listed at the following site (or AACSB and regionally accredited institutions) will be considered. <https://www.moreheadstate.edu/Academic-Affairs/Registrar/Course-Transfer-Equivalencies>

Why you are requesting to take this course at a school other than MSU?  
\_\_\_\_\_

- Please attach a course description and syllabus from the proposed university and EMAIL along with this form to your academic advisor for consideration.
- After you have started this course you will need to ask your academic advisor to submit a course substitution form for you.

\_\_\_\_\_  
*Student (type name to confirm request)*                      *Date*

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*Advisor approval*

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*SCBA Associate Dean approval*