



Student Name: _____

Student ID

COURSE(S) TO BE APPROVED

Transfer Institution: _____ Course Year: _____

Transfer Course ID: _____ SE Course ID: _____

Transfer Institution: _____ Course Year: _____

Transfer Course ID: _____ SE Course ID: _____

Transfer Institution: _____ Course Year: _____

Transfer Course ID: _____ SE Course ID: _____

Program Coordinator Signature: _____ Date: _____

Dean of Graduate School: _____ Date: _____

Registrar's Office: _____ Date: _____

Undergraduate Course Equivalency Policy - Course equivalencies and acceptance in a degree plan are determined by the appropriate Academic Department. Most general education-type courses and courses from various other disciplines have been evaluated by Oklahoma colleges and universities to determine statewide equivalency as part of the Oklahoma State Regents for Higher Education Course Equivalency Project. To look up an equivalency for a course taken at an Oklahoma college/university, you may go to the Oklahoma Higher Education website: <http://www.okhighered.org/transfer-students/>

For courses not found on the equivalency chart or not taken from an Oklahoma college/university, the student may supply copies of the course descriptions and/or syllabi for review by the Academic Department. If the Academic Department approves the course as equivalent, notification should be sent to the Registrar's Office.

Graduate Course Equivalency Policy - Only grades of B or better are acceptable to be considered for transfer and are subject to departmental approval. A maximum of nine (9) semester hours of transfer credit may be accepted from another accredited School of Graduate Studies toward the master's degree at Southeastern Oklahoma State University (see residence requirements). These hours, or any part thereof, may be applied when, in the judgment of the Dean of the School of Graduate Studies and the program coordinator, they contribute to the planned program of the student. Transfer credit must also meet the time limit regulation.