

UNIVERSITY OF MARY WASHINGTON

REQUEST FOR RE-EVALUATION OF TRANSFER CREDIT

INSTRUCTIONS:

1. **Please complete one form per class.** Please read and complete all areas on the form. Incomplete forms will be returned. Return the form with the syllabus and answers to the faculty questions (if necessary) to the Office of the Registrar George Washington Hall 215.
2. Please attach 2 copies of the course's syllabus with this request form. **A syllabus is required for re-evaluation of credit.** If the course is to be considered for Across-the-Curriculum credit, also include the extra information requested by the committee (see below).
3. Approval will be confirmed by the method selected by you on this request form.

ACROSS-THE-CURRICULUM CREDIT (ATC): You may apply to have your coursework re-evaluated for ATC credit. *The committee in charge of the ATC discipline will consider your request.*

WRITING INTENSIVE: Please submit 2 copies of a course syllabus of the course(s) along with this form.

SPEAKING INTENSIVE: Please submit 2 copies of a course syllabus of the course(s) along with this form. Also, please type a response addressing each of the following:

1. How many students were enrolled in the class?
2. What were the speaking assignments?
3. In what ways were the speaking assignments an integral part of the course?
4. In what ways did the course provide instructions for and feedback on the speaking assignments?

ENVIRONMENTAL AWARENESS: Please submit 2 copies of a course syllabus of the course(s) along with this form. Please type a written response and provide additional information as to how the course met the goals and objectives listed below. The written response should not exceed more than one, single-spaced page and should discuss how course materials, discussions, and assignments met some, but not necessarily all of these criteria.

Goals for Environmental Awareness Courses

Goal #1: Materials/Content. An Environmental Awareness course provides the student with a perspective of human interaction with the environment.

Objective: Students will encounter literature and/or information that specifically focuses on human activity within the environment.

Objective: Students will gain an appreciation for their role in the biosphere.

Objective: Students will examine the impact of human activity on the biosphere.

Goal #2: An Environmental Awareness course provides a context for understanding the materials/content of the course.

Objective: Students will identify environmental issues raised within the course as they relate to course content.

Objective: Students will analyze environmental issues raised by human activity and will consider implications for our continued successful interaction within the biosphere.

RACE AND GENDER INTENSIVE: Please submit 2 copies of a course syllabus of the course(s) along with this form. Also, please type a response addressing each of the following:

1. Please describe the topics covered in the course and how they are race and/or gender related.
2. Describe the format of the class sessions themselves, i.e., was it based on lectures? Discussions? Group work? (If some combination, please be specific.)
3. Describe any additional assignments or activities utilized in the class that you feel might be relevant. These might include, for example, small group discussion, self-reflective journals, group journals, service learning, collaborative projects, student presentations, or student-generated classroom or research topics.

GLOBAL AWARENESS: Please submit **1 copies** of a course syllabus and answers to the questions below along with this form. Please type a response addressing each of the following (6 copies):

1. How did this course promote awareness and knowledge of global issues?
2. How did this course help you cultivate respect for other languages and cultures?
3. How did this course promote an appreciation of the U.S. in its international context?

NOTES TO THE STUDENT:

1. UMW equivalent credit cannot duplicate previously earned UMW coursework.
2. All courses must be taken at an accredited college or university in the United States and must be graded. All courses must earn a grade of "C" (2.0) or better. Courses taken on a "pass/fail" basis do not qualify for transfer of credit.
3. Fifteen of the last 21 credits for the UMW degree must be earned at UMW. Furthermore, only 89 credits may transfer toward a degree.
4. All above statements apply regardless of advisor's approval.

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Please read directions on back of this form. Incomplete submittals will be returned.

You must also include an EXTRA copy of EACH re-evaluation packet for the Registrar's Office. Do not submit originals.

LAST	FIRST	MIDDLE	BANNER # (office use)	LAST 4 SSN DIGITS
HOME ADDRESS OR UMW BOX #			HOME OR CAMPUS PHONE	
ACADEMIC ADVISOR	MAJOR		DEGREE PROGRAM	
Transfer Course from _____ during _____ semester of _____ (college or university) (year)				
TRANSFER COURSE & DISC. NO.	TRANSFER COURSE TITLE			

TRANSFER COURSE EQUIVALENCY

Student: Please list the UMW course for which you are seeking credit: _____

Chairperson: Please select one: Not equivalent _____ **OR** UMW Course Number: _____

OR elective credit: _____ **OR** elective credit in the major: _____

Comments _____

Department Chair Signature: _____

ATC CREDIT EQUIVALENCY

Student: Please check the type of credit you are seeking: **WI** **SI** **GA** **RA** **EA**

 Approved Denied Committee Chairperson Signature _____

If denied, reasons for the decision will be shared with student: _____

All transfer credit is subject to the academic regulations as published in the current UMW Dictionary of Academic Regulations.

Student: The Office of the Registrar will notify you of outcome by e-mail. Please write legibly.

Campus e-mail _____ Alternate e-mail _____

I have read the above and back information and my signature below indicates my willingness to participate in and accept the obligations imposed by this form and the Dictionary of Academic Regulations.

Student Signature

Date