

**Missouri State University**  
**Change/Pre-Approval of Transfer Credit Evaluation**  
*Please return this form to the Office of Admissions, Carrington Hall 204 when completed.*

Name of Student: \_\_\_\_\_ BearPass # (M Number) \_\_\_\_\_

*Change of Transfer Evaluation:* This section is used to change an evaluation of existing transfer credit.

| Institution where course was taken | Sem/Yr | Transfer course title/number <sup>1</sup> | Credit Hours | Existing MSU Evaluation | New MSU Evaluation | Comment Code <sup>2</sup> | Check only one box             |                               |
|------------------------------------|--------|---|--------------|-------------------------|--------------------|---------------------------|--------------------------------|-------------------------------|
|                                    |        |   |              |                         |                    |                           | Individual Change <sup>3</sup> | Permanent Change <sup>4</sup> |
|                                    |        |   |              |                         |                    |                           |                                |                               |
|                                    |        |   |              |                         |                    |                           |                                |                               |
|                                    |        |   |              |                         |                    |                           |                                |                               |
|                                    |        |   |              |                         |                    |                           |                                |                               |

\_\_\_\_\_  
Signature of Department Head or Designee

\_\_\_\_\_  
Date

*Pre-Approval of Course Work:* This section is used to give a student advance permission to take a course at another institution.

| Institution where course was taken | Sem/Yr | Transfer course title/number <sup>1</sup> | Credit Hours | Existing MSU Evaluation | New MSU Evaluation | Comment Code <sup>2</sup> | Check only one box             |                               |
|------------------------------------|--------|---|--------------|-------------------------|--------------------|---------------------------|--------------------------------|-------------------------------|
|                                    |        |   |              |                         |                    |                           | Individual Change <sup>3</sup> | Permanent Change <sup>4</sup> |
|                                    |        |   |              |                         |                    |                           |                                |                               |
|                                    |        |   |              |                         |                    |                           |                                |                               |
|                                    |        |   |              |                         |                    |                           |                                |                               |
|                                    |        |   |              |                         |                    |                           |                                |                               |

\_\_\_\_\_  
Signature of Department Head or Designee

\_\_\_\_\_  
Date

<sup>1</sup> As course appears on transcript or in other institution's catalog

<sup>2</sup> Mark only if needed. Please refer to Transfer Equivalency Guide for appropriate codes. For a copy, contact Admissions (5517) or access the codes on the web at <http://www.missouristate.edu/adm/TranEvalGde.pdf>

<sup>3</sup> This change in evaluation applies only to this student.

<sup>4</sup> This change should apply to this student and all future students.

<sup>5</sup> **Note: Contact the Admission Office at 836-5517 if you have any questions.**

**Revised 08/10**