# Course Equivalency/Substitution Request Form

Student Name: ________________________________  Date: ________________________  
Student ID#: _____________________________________  Telephone #:_______________________  
Address: __________________________________________________________________________  
Major:____________________________________  Email (Texas State):____________________  

I request that the Department of Management evaluate the following courses to determine if they are equivalent or substitute for courses taught in the Department of Management at Texas State.  

<table>
<thead>
<tr>
<th>Course:</th>
<th>From(School):</th>
<th>Transferred as</th>
<th>Substitute for:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

In order to complete the process, the student **must attach the following for each course** to be evaluated:  

1. **A copy of the syllabus for the course.**  
2. **A copy of the catalog page to include the course description.**  
3. **Unofficial copy of your transcript.**

Note that the evaluation of courses are performed by current instructional faculty and the department chair and will require 5 working days to process. Additionally, submission of this course substitution/equivalency request form does not automatically mean or imply that the above listed courses will automatically substitute for courses taught at Texas State.  

________________________________    _____________________
Signature of Student       Date