

TEXAS STATE [®]

DEPARTMENT OF ACCOUNTING
 McCoy College of Business Administration
 accounting@txstate.edu | 512-245-2566

Course Equivalency / Substitution Request Form

Name: _____ Date: _____
 PLID: _____ Phone: _____ Cell Home
 Major: _____ Email (Texas State): _____

**Be sure to first check the Texas State course equivalency guide: <https://tim.txstate.edu/transferguide>. If the transfer course is listed as ACC ELNA or ACC ELADV, under Texas State Course, it will not be considered equivalent. If the transfer course lists as a Texas State Course it will only transfer for that listed course. Any courses not listed: please complete this form.*

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

Course: Circle One: Completed or To Be Taken	From (School):	Substitute For:	Grade (if completed) or Semester (if to be taken)

ATTACHMENTS:

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

- A copy of the syllabus for the course to include textbook information, chapters covered, and timeline of course.
- A copy of the catalog page to include the course description.
- A copy of the student's unofficial transcript (Copy from CatsWeb is acceptable)

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

 Student's Signature _____
Date

For Office Use Only:	
Date Received by the Dept. Office: _____	Evaluated By & Date: _____
Date Contacted Student: _____	Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No