

THE SCHOOL OF BUSINESS
Office of Undergraduate Advising – BUSN 248 – (860) 486-2315
COURSE EVALUATION FORM

A student may use this form to see if a course *that has already been approved for credit* will satisfy a requirement for a School of Business degree. Please follow the instructions below and email all materials to undergrad@business.uconn.edu or drop off hard copies of all materials, including this form, to BUSN 248. Allow for up to four weeks for review, taking note of the evaluation period:

Time period you may submit this form:	Time period you may make Prior Course Approval requests through StudentAdmin:	Terms for which you can make a request:
April 1 - July 1	March 15 - June 15	Summer and Fall
October 1 - February 1	September 15 - January 15	Winter and Spring

Student name: _____ Student ID (0123456): _____ Semester standing: _____
Email address: _____@uconn.edu Phone: _____ Major: _____
Current Advisor: _____ Have you discussed this with your Advisor? ☐ Yes ☐ No
Student signature: _____ Date: _____

1. Has this course already been approved through Admissions Office for credit?

- ☐ **YES** → please indicate which of the two options were pursued:
- | | |
|--|--|
| <input type="checkbox"/> I submitted a Prior Course Approval form through StudentAdmin and have attached the results to this request | <input type="checkbox"/> The course is offered at a CT College and the equivalency is listed on the Transfer Course Equivalencies site and I have attached the screenshot of the equivalency to this request |
|--|--|
- ☐ **NO** → you are not eligible to submit this form at this point. Please go through [Prior Course Approval](#) to have your course evaluated by the Admissions Office, then attach the results to this form and submit per outlined instructions.

2. Please provide us with course and institution information:

Name of Institution: _____ City, State, Country: _____
Website for Institution: _____
Course Subject and Number (must match Prior Course Approval or Transfer Course Equiv. site): _____
When are you planning on taking this course? _____
Course Title: _____ What is the format? ☐ In-person ☐ Online/Hybrid
What School of Business course are you requesting this to count as? _____

3. Please provide us with your Academic Plan:

Why do you want to do this? _____

Are you planning on applying to a major in the School of Business? ☐ Yes* ☐ No ☐ N/A, I'm already a Business major
*Please note that if you are planning on seeking admission, transferring in a critical course may negatively impact your application since no grade will be on your UConn transcript.

Feel free to share other details about your academic plan that are important for this request on the back of this sheet.

4. Attach supporting documentation. Only submissions that include all of the following documentation, and that are submitted during the evaluation period as noted above, will be reviewed. Use the following checklist to ensure review:

- ☐ This form, completed.
- ☐ The prior course approval or screenshot of the equivalency listed on the transfer course equivalencies site.
- ☐ A syllabus for the course you are seeking to take at the other institution (if this is not available, it may prevent us from being able to properly evaluate request; attach a detailed course description if this is the case).
- ☐ Submit during the evaluation period based on which term you are planning on taking the course, as noted above.