Transfer Credit Request Form

Purpose of this form
Use this form to request transfer credits for any engineering course taken at another accredited engineering program that was passed with a grade of C or better, and that the official transcript showing your grade for the course has been submitted to the UNC Charlotte’s Admissions Office. Please use a separate form for each such course: Do NOT use this form for Engineering Technology or any non-engineering courses taken at other institutions.

Complete, sign and submit this form along with the syllabus of the course you would like to transfer to Ms. Jerena McNeil in ECE Office (EPIC 2242).

Your Information
Name: ___________________________________________ Student ID: _______________________

Institution from which you are transferring
Name: ___________________________________________
Address: _________________________________________
Main Phone Number: ________________________________
Website address (if available will speed up the processing of this form): ________________________________
Program Name (e.g., Electrical Engineering): ________________________________
Course Number and Title (e.g., EE201: Electrical Circuits I): ________________________________
Date Taken: ___________ Grade Received: _______

UNCC Equivalent Course
UNCC Engineering course number for which you would like to receive transfer credits
(e.g., ECGR2111): ________________________________
Signature: ______________________________________ Date: ___________________________

For Office Use Only
Evaluator’s Name: Professor ________________________________
I have evaluated the above course and believe that the requested transfer credits:
☐ Should be granted ☐ Should not be granted ☐ Requires interview with student
Evaluator’s Signature: ________________________________ Date: ___________________________

Office Use Only:
Given to Evaluator on: Returned on: Processed on: