

**EQUIVALENT COURSE APPROVAL  
For Currently Enrolled Baylor Students**

Please be sure that you have read the **transfer credit policies** before completing this form. Then follow these instructions carefully:

1. Print the information requested below and sign in the appropriate place at the bottom of this page.
2. Submit the completed form with a copy of the course description of each course you plan to take at another institution to the department chair of each course for approval.
3. Then return the completed form to the Academic Records, Robinson Tower, Suite 380, or to the address in #4.
4. Have an official transcript of your completed work sent to Academic Records; Baylor University; One Bear Place #97068; Waco, TX 76798-7068.

Name \_\_\_\_\_ ID \_\_\_\_\_ Date \_\_\_\_\_  
Local Address \_\_\_\_\_ Local Phone \_\_\_\_\_  
Major \_\_\_\_\_ College or School of Major \_\_\_\_\_  
Institution you wish to attend \_\_\_\_\_ Term \_\_\_\_\_

COURSE AT OTHER INSTITUTION	EQUIVALENT BAYLOR COURSE	APPROVED BY
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**NOTE: Some departments may set a deadline for the approval of this form.**

*Student's Signature* \_\_\_\_\_

*Revised 6-04*