



## TRANSFER COURSE EQUIVALENCY FORM

**TO:** Elizabeth Villarreal, Director of Enrollment Services

**FROM:**  
**(Name and Title)**

**DATE:**

**RE:** Course Equivalency Form

Student's Name: \_\_\_\_\_ Banner: \_\_\_\_\_

AA \_\_\_\_\_ AS \_\_\_\_\_ AAT \_\_\_\_\_ AAS \_\_\_\_\_ CERT \_\_\_\_\_

Major: \_\_\_\_\_ Catalog Year: \_\_\_\_\_

Pre-Major Title

Pre-Major Code

(Ex: 14-15)

Course Taken:					Equivalency for:	
College/ University	Catalog Year Taken	Credit Hours	Course ID	Course Title	Course ID	Course Title

**Rationale (Include a statement and select the appropriate category):**

Justification

\_\_\_\_ Learning outcomes and the credit hours for the two courses are the same.  
Initials

AND/ OR

\_\_\_\_ Compatible according to the Texas Common Course Numbering System or other approved equivalency systems.  
Initials

Approval/Disapproval to be completed only by the Chairperson/Discipline Faculty Lead:

Approve

Disapprove

By signing this form, the initiator understands that all Palo Alto College course equivalencies are valid for Palo Alto College Degree plans only and that receiving institutions reserve the right to accept or refuse.

\_\_\_\_\_  
Student/Initiator Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Advising Team Leader Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chairperson/Discipline Faculty Lead Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Academic Dean Signature

\_\_\_\_\_  
Date

Course equivalencies will be reviewed by the appropriate faculty discipline lead based on the course being reviewed and not the student's program of study.

Course equivalencies will be determined only for those students who have previous college work at a regionally accredited college or university, including the Community College of the Air Force (CCAF), and plan to attend Palo Alto College.

When the advisor forwards this document to the Chair, attach a copy of the college transcript and any supporting documentation including course descriptions from the sending institution.

Once the form is approved, Admissions and Records will submit the approved forms in a Footprint to CSI for immediate posting.