

## Prerequisite Evaluation Request Form

**Purpose of this form:** This form is to be used when a student wishes to request a re-evaluation of their prerequisites in relation to admission at VIU.

**Transfer credit policy:** Students who want to have course prerequisites waived must understand that the following criteria must be met in order to be considered for meeting course prerequisites. (a) The courses are equivalent to VIU prerequisite courses within the student’s program of study, (b) each course should be at least 3 credits, (c) no duplicate courses, (d) **Graduate Students:** grade must be B or higher and **Undergraduate students:** grade must be C or higher, and (e) no more than one prerequisite evaluation request per semester is permitted.

**Directions:** Please list the courses, as they are listed on your official transcript to be evaluated for prerequisite evaluation from your previous Institution. The course content, objectives and outcomes considered for transfer must match the course content of the course intended for transfer. For purposes of the evaluation, the student shall supply credible documentation suitable for determining course objectives and outcomes. **A course syllabus that includes course objectives and course descriptions, or a copy of a catalog (electronic or physical copy) from the relevant institution detailing program offerings and course objectives, are acceptable forms of documentation.**

- 1.) Fill out this form completely
- 2.) Submit color copies of the original documents to the Registrar’s Office at the Village Drive Building  
 - (Documents must be completed in full to be considered)
- 3.) Students will be notified of the results by email after submission of their completed documents

VIU ID or Application #:	Last Name:	First, Middle (if any) Name:
Program of Study:	Concentration/Specialization (if applicable):	Email:

Name of Institution:	Program of Study:	Institution credits are listed as: ( ) Semester Hours ( ) Quarter Hours or Other
If the institution and VIU have an articulation of agreements or academic collaboration, mark here ( ). The student must understand that the student with the specific articulation agreement/MOU may transfer maximum 49% of credits to the program of study at VIU; however, individual transfer credit award will vary based on the student’s program requirement at VIU.		

Student completes					
Course Code	Course Name Requesting Transfer Credit	Credits	Grade	VIU Course Code Requesting Equivalency	Credits
1.					
2.					
3.					
4.					
5.					

By signing below, I certify that I the information contained on this form, and all supporting documentation, is true and accurate.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Office Use Only: Date Received: _____ by _____	Date Completed: _____ by _____	Rev: 06/2016 Reg
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