

STUDENT NAME: \_\_\_\_\_ STUDENT CONTACT PHONE NO.: \_\_\_\_\_ LSU ID: \_\_\_\_\_

**STUDENTS:**

- List the graduate courses that you are requesting preapproval for. For each course, attach a detailed syllabus, including topics covered, text books used and any other information that would be useful to evaluate the suitability and level of the course.
- List course numbers and names exactly as they appear on the syllabus and/or transcript and provide the LSU equivalent course (if known) in the space given.
- Only graduate level courses from U.S. institutions are accepted for transfer towards the Master's Degree.
- Take this form, along with the course description, to the faculty and/or department that corresponds to the course you are having evaluated (e.g. Biology course, Biology department).
- After the department designee makes the evaluation and signs the form, bring or have it sent to the ECE graduate program office for final approval by the ECE Graduate Studies Committee.
- This form should only be submitted AFTER the courses have been evaluated and faculty/department signatures have been obtained.
- Once this form is complete, you are required to submit the graduate school's "[Request for Transfer](#)" form to have the course(s) officially transferred.

**DEPARTMENT FACULTY:**

- Once you have completed your evaluation, write in your suggested/approved equivalent and sign in the appropriate space given. For non-specific course equivalents, use EE7XXX or EE4XXX to determine the level.

*For Office/Dept use only*

Transfer Institution Name	Transfer Inst. Dept & Course	Course Title (REQUIRED) as listed from the transcripts	Semester & Year Taken	Credits Earned	Grade	LSU Equiv Dept & Course	Faculty Appr Equiv	Faculty Appr Signature

\_\_\_\_\_  
 Student's Signature                      Date

\_\_\_\_\_  
 Major Professor's Signature                      Date

\_\_\_\_\_  
 Major Professor's Printed Name

\_\_\_\_\_  
**Graduate Studies Committee Approval      Date**