

## **Transfer Credit for SPCM Course Request Form**

**This is a two page document concerning how to submit a request for Transfer Credit for a University of Georgia Speech Communication course.**

- I. You will need to turn in this completed form, a copy of your transfer course syllabus, and a copy of your transfer transcript\* in order for your course to be evaluated.
- II. Once you have sent in all of the required materials, your entire packet will be submitted to our Basic Course Coordinator.
- III. The Basic Course Coordinator will evaluate your transfer course to determine IF it meets the minimum requirements for equivalent SPCM credit.
- IV. Once a decision has been made as to whether or not your class is approved for equivalent credit, you will be notified via email.

### ***SPECIAL NOTES for Speech Communication Majors:***

*Speech Communication majors may transfer in no more than 6 hours of transfer credit for SPCM courses (at the 1000 or 2000-level) taken at other institutions.*

*Upper division courses in the Speech Communication major - 3000-level and higher- must be taken at UGA for credit toward the major. If taken at another institution, these courses can count for general elective credit only*

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\* If you took a 2 credit hour class, you may only receive 2 hours of equivalent credit.

If your Major Program requires the successful completion of a Speech Communication course, it will be up to your College to determine if 2 hours of equivalent credit will be enough to satisfy your program requirements.

## Transfer Credit for SPCM Course Request Form

Please print off both pages of this form to turn in with all other required materials as listed above. Once you have put together the packet, you may fax, mail or drop it off to:

James Dustin Baker  
Degree Program Assistant  
132 Terrell Hall  
Athens, GA 30602  
jambaker@uga.edu  
Fax: (706) 542-3245

*You must provide the following information:*

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

Student's ID Number: \_\_\_\_\_

Local telephone number: \_\_\_\_\_

Email address: \_\_\_\_\_

Major: \_\_\_\_\_

Transfer course name: \_\_\_\_\_

UGA equivalent course name: \_\_\_\_\_

Term completed (Quarter/Semester and Year): \_\_\_\_\_

Institution where you took the transfer course: \_\_\_\_\_

**BEFORE YOU SEND THIS FORM TO Mr. Baker,**

**Make sure that you have included the following (☑):**

Completed "Transfer Credit for SPCM Course Request Form"

Course Syllabus from former Institution

Copy of Transfer Transcript

***If the information is incomplete,  
your course will not be evaluated!***