Transfer Credit Re-evaluation Process
Approver: Quick Start Guide

1. Access Request: Main Menu >> Student Admin Menu >> Other Academic Requests >> Credit Home page in ConnectCarolina. You may also access requests through an email link:

   This student has submitted a Re-evaluation of Transfer Credit Request for your review and APPROVAL:
   - PID: 72007958
   - Name: [redacted]
   - eForm ID: 6166
   Please [link] to review and approve the request.

2. Click on the Evaluate a Transfer Credit eForm link

3. Search by eForm ID, PID, Name, or other criteria (info available in automated email message)
4. Review Page 1 of eForm
   a. Student Academic Summary
   b. Student’s Credit Request Information
   c. Course syllabus and any additional documents (page 1 of form)
   d. Review the Comments for Students area (if any)
5. Evaluate Request (Page 2 of eForm)
   a. Review Comments for Evaluators (if any)
   b. Provide your evaluation
      i. No course credit change
      ii. UNC equivalent course
      iii. Departmental elective credit (no equivalent)
         1. Counts toward major/minor (provide THT codes)
         2. Counts as elective hours towards degree
         3. Counts towards supplemental general education (for Gen Ed requests only)
   c. Applicable to all students?
   d. Select Approve
   e. Confirm your Approval Action – Include a student comment if you have selected “No course credit change.”

-If you have questions about the status of an individual student’s request or any questions about the transfer credit re-evaluation policy, please email Heather Thompson at heather_thompson@unc.edu

-If you have comments or suggestions about the electronic re-evaluation of transfer credit process, documentation, website information, etc., email the Student Administrative Business Analysts (SABA) team at sabateam@unc.edu.