Write-in Courses
UGA Policy and Procedures

Write-in course definition - A course taken by a student at an institution other than the University of Georgia which transfers in to UGA as a credit course but does not transfer in with a UGA course number.

Determining equivalency - When a student transfers a course, it is evaluated by the Office of Undergraduate Admissions. If this office does not assign a UGA equivalent course number to the transfer course, the student may ask the faculty in the department of the discipline in which the course is taught at UGA to evaluate the course to determine if it is equivalent to a UGA course. If the department determines that the transfer course is equivalent to a UGA course, the Admissions Office should be notified and the appropriate UGA number assigned.

Courses that are used to satisfy Core Curriculum requirements – Board of Regents policy mandates that students who satisfy Core Curriculum areas at one USG institution must be permitted to use those courses to satisfy the Core Curriculum requirements at all USG institutions. Therefore, if a USG course transfers to UGA as a write-in course and there is verification of the completion of that Core Area at the originating institution, the academic advisor or school/college must approve the course for use in the same Area in the UGA degree. Verification may be offered by the student (e.g. course syllabus, catalog, final exam, or other information as requested) or determined by an advisor (e.g. checking the web page of the originating institution). In cases where the core area has not been completed but the course is included in a core area at another system institution, the course will be approved for use in the same core area at UGA. If the course is from a non-USG institution, the faculty in the student's major department will determine whether or not a course may be used in an area of the Core Curriculum. The major department may seek advice from the department of the course prefix.

Courses that are used to satisfy Major Requirements or Major Electives – Course requirements to satisfy a student's major are determined by the faculty in the department of the major and reviewed/approved by the curriculum committee(s) according to relevant policy. Therefore, the faculty in the major department have the responsibility and authority to determine if/how the write-in courses will count in the major. If the faculty member who reviews write-in courses is not familiar with the institution or course in question, the student should provide the faculty member with a course syllabus, catalog, final exam, or other information as requested.

Courses that satisfy school/college or University degree requirements – If a student wishes to use a write-in course for a degree requirement, the student should seek approval from her/his major department to use the course to substitute or waive a required course in the degree requirements. The major department may seek advice from the department of the course prefix. Major departments should follow the school/college policy concerning school/college degree requirements.

The route of appeals for all transfer course evaluations is 1) the department, 2) School/College 3) Educational Affairs Committee, 4) University of Georgia President, 5) Board of Regents.