

REMINDER:
Course Descriptions &
Official Transcripts
must be received by
June 1st.

**HIGH SCHOOL ASSESSMENT OF COLLEGE ENROLLMENT
DEADLINE FOR SUBMISSION – JUNE 1, 2009**

Student's Name	Network ID (e.g. abc12)	Student ID (e.g. 1234567)
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Students who have been enrolled in a Post Secondary Enrollment Options program (PSEO) during high school and wish to transfer college courses must complete this form. Transfer credit evaluation cannot be completed without the information requested below. **Failure to complete and return this form will impact the student's ability to register for courses at Case Western Reserve University.** Please follow the steps outlined below.

- Step 1 (student and high school guidance counselor):**
Review the Case Western Reserve University Transfer Credit Policy listed below.
- Step 2 (student):**
Fill in your portion of the table below for courses that you wish to have evaluated for transfer to Case.
- Step 3 (high school guidance counselor):**
For each course listed, determine if it **exceeds** the school's minimum graduation requirement (i.e. three units of math required for high school graduation and the student completed two additional courses at a local university). Also, indicate whether or not the course was Classroom-Based or Web-Based.
- Step 4 Signature: High school guidance counselor must sign the bottom of this form.**

COMPLETED BY STUDENT		COMPLETED BY HIGH SCHOOL GUIDANCE COUNSELOR			
Name of College/University	Course Number/Course Title (e.g. BIOL 114 – Principles of Biology)	Exceeds Minimum High School Graduation Requirements		Classroom-based Course	Web-based Course
		Yes	No		
		Yes	No		
		Yes	No		
		Yes	No		
		Yes	No		
		Yes	No		
		Yes	No		
		Yes	No		
		Yes	No		
		Yes	No		

(continued)

COMPLETED BY STUDENT		COMPLETED BY HIGH SCHOOL GUIDANCE COUNSELOR			
Name of College/University	Course Number/Course Title (e.g. BIOL 114 – Principles of Biology)	Exceeds Minimum High School Graduation Requirements		Classroom-based Course	Web-based Course
		Yes	No		
		Yes	No		
		Yes	No		
		Yes	No		
		Yes	No		
		Yes	No		
		Yes	No		
		Yes	No		
		Yes	No		

Signed by High School Guidance Counselor:

Name (printed): _____

Signature _____

Date: _____

Telephone _____

E-mail _____

Case Western Reserve University Transfer Credit Policy

Students may receive credit by transfer from another accredited college, university, or technological institute in the United States or from institutions of higher education outside the United States under the following condition:

At the time of admission to Case Western Reserve University and upon presentation of an official transcript from each institution previously attended, credit will be awarded for courses equivalent or comparable to those offered by the university and completed with a grade of C or better. **Any such courses taken prior to the student's graduation from high school must be listed in the college's catalog among courses offered for degree credit to the college's undergraduates, taken in the company of matriculated college students, and organized and taught by college faculty. In addition, to be considered for transfer credit, such courses must not have been used to fulfill high school graduation requirements.** The allocation of transfer credit is determined by the Office of Undergraduate Studies in consultation with the appropriate department.

Please return this form via fax, e-mail, or postal mail by **June 1, 2009** to:

Claudia C. Anderson, Assistant Dean of Undergraduate Studies
Office of Undergraduate Studies, Sears 357
Case Western Reserve University
10900 Euclid Avenue
Cleveland, OH 44106-7028
Telephone: 216-368-2928
Fax: 216-368-4718
E-mail: ug-studies@case.edu

NOTE TO STUDENTS: Be sure to send course descriptions for all courses taken, an official university/college transcript(s), and a completed Verification of College Enrollment Form by June 1, 2009.

