

## TRANSFER CREDIT APPEAL

Undergraduates may complete this form to appeal determinations on transfer credit evaluations, specifically for courses that have transferred as a subject elective (SUBJ 199) or general elective (TRN 199).

Please complete this form to request a more specific credit equivalency and submit the following documents to the respective **academic department**. **The academic department will review the appeal and determine the appropriate equivalent course credit based on the external course content.**

1. Provide a copy of the catalog description for each course from the college/university where the course was taken.
2. A course syllabus may be requested, as needed, by the department chair.

**Student Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Major:** \_\_\_\_\_ **Minor:** \_\_\_\_\_

- After department signatures have been obtained, please submit the completed Transfer Credit Appeal form to the Registrar's Office for processing - [transfercredits@wcupa.edu](mailto:transfercredits@wcupa.edu).
- Please check your student account for updates before contacting the department or the Registrar's Office for appeal determinations.

 **All approved equivalencies will be permanently established unless indicated below.**

External Institution Course Information			WCU Course Equivalency <i>As listed on your Transfer Credit Summary</i>		To Be Completed by WCU Academic Department <i>Dept that oversees course subject area</i>		
College/ University	Course	Credits	Course	Credits	Academic Department Determination		Signature Dept.
					Course	Credits	

**Academic Department Opt-Out. Please note reason for NOT establishing permanent equivalency:**

**Internal Office Use Only**

Processed by: \_\_\_\_\_

Date: \_\_\_\_\_