

## TRANSFER CREDIT APPEAL

**Undergraduates may complete this form to appeal determinations on your transfer credit evaluation, specifically for courses that have been rejected (ex. REJ Q00) or transferred as an elective (ex. TRN199).**

**Instructions:** Please complete this form to request more specific credit and submit the following documents to the respective **department**. The department chair or designated faculty member will review this appeal and determine, at their discretion, if equivalent course credit should be awarded based on the external course content.

1. **(Required)** A copy of your transfer credit summary report, available through myWCU.
2. **(Required)** A copy of the catalog description for each course from the college/university where course was taken.
3. Other material such as a course syllabus may be requested, as needed, by the department chair.

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

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

College or University Where Course Was Completed	External Institution Course Subject & Number with Credit Value		Current WCU Course with Credit Value		To Be Completed by WCU Academic Department			
					WCU Departmental Determination		Check to Add Course to Transfer Equivalency Guide	Signature of WCU Dept. Chair Responsible for the Subject Area
	Course	Credits	Course	Credits	Course	Credits		
Penn State University	COMM100	3	TRN199	3	COM212	3		

- *Please allow 2-3 weeks (excluding holidays) for departments to make a decision.*
- *Please check your myWCU account for updates before contacting the department or the Registrar's Office for appeal determinations.*
- *If you would like to retrieve submitted documents after a decision has been made, please make arrangements with the department to do so. A list of Undergraduate Programs and contact information may be found at [www.wcupa.edu/academics/programs](http://www.wcupa.edu/academics/programs)*

Once evaluations(s) have been completed by the department and signatures have been obtained, students must submit the completed form(s) to the Registrar's Office for processing. Please direct questions to: [trancred-registrar@wcupa.edu](mailto:trancred-registrar@wcupa.edu).

### Office Use Only

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

*Courses that do not have a pre-determined equivalency on the Transfer Credit Equivalencies website are evaluated by the Registrar's Office. Course determinations made by the Registrar's Office are based upon the review of student transcripts and available course descriptions. When appropriate, subject specific elective credit (Ex: HIS 199) may be awarded.*

*Courses may be rejected if the Registrar's Office cannot determine if the course is developmental or technical. West Chester University does not accept these types of courses. In certain instances these determinations or reasons for rejection may be overturned by respective departments. The following is a list of reasons why a course may be rejected:*

<b>Catalog Subject &amp; Number</b>	<b>Units Transferred</b>	<b>Reject Grade Input</b>	<b>Description</b>
<b>REJ Q00</b>	<b>0.00</b>	<b>GL</b>	<b>Rejected – Grade Too Low</b>
<b>REJ Q00</b>	<b>0.00</b>	<b>NC</b>	<b>Rejected – Non-College Credit</b>
<b>REJ Q00</b>	<b>0.00</b>	<b>NE</b>	<b>Rejected – No Equivalent</b>
<b>REJ Q00</b>	<b>0.00</b>	<b>NG</b>	<b>Rejected – No Grade</b>
<b>REJ Q00</b>	<b>0.00</b>	<b>OT</b>	<b>Rejected – Other</b>
<b>REJ Q00</b>	<b>0.00</b>	<b>RM</b>	<b>Rejected – Remedial</b>
<b>REJ Q00</b>	<b>0.00</b>	<b>DC</b>	<b>Rejected- Duplicate Credit</b>