

TRANSFER CREDIT APPEAL

Undergraduates may complete this form to appeal determinations on transfer credit evaluations, specifically for courses that have been rejected (ex. REJ Q00) or transferred as an elective (ex. TRN 199).

Instructions: Please complete this form to request a more specific credit equivalency and submit the following documents to the respective **academic 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:** _____

Please fill out completely in blue or black ink.

| 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 | | Add as Permanent Equivalency | Signature of WCU Dept. Chair Responsible for the Subject Area |
| | Course | Credits | Course | Credits | Course | Credits | | |
| EXAMPLE: Penn State University | COMM100 | 3 | TRN199 | 3 | COM212 | 3 | | |
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- **After department and signatures have been obtained, students must submit the completed Transfer Credit Appeal form(s) to the Registrar's Office for processing. Please direct questions to: transfercredits@wcupa.edu.**
- **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**
- *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.*

Office Use Only

Processed by: _____ Date: _____ Copy given/emailed to student:

Courses that do not have a pre-determined equivalency on the **Transfer Credit Center** 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:

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