



**Office of the
University Registrar**
25 University Avenue, West Chester, PA 19383
Ph: 610-436-3541 Fx: 610-436-2370
www.wcupa.edu/registrar

WCU ID# _____

Required

TRANSFER CREDIT EVALUATION PETITION

If you have received general 199 elective credit or rejected credit and would like to petition these determinations, complete this form.

Instructions: Please complete this form to request more specific credit and submit the following documents to the respective **Department**, to help expedite the process. The department chair or designated faculty member will review this petition and will decide, 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 requested course evaluation from the college/university where the course was taken.
3. Other material such as a course syllabus may be requested as needed by the department chair.

Student Name: _____ Date: ____/____/____

Local Phone: _____ Major: _____ Minor: _____

College or University Where Course was Completed	External Institution Course Subject & Number	External Institution Course Title	Current WCU Course Credit	To be completed by WCU Academic Department		
				WCU Departmental Determination	Check to Add Course to Transfer Equivalency Guide	Department Chair Signature
Penn State University	COMM100	The Mass Media & Society	TRN199	COM212		

Information Written Below This Line Will Not Be Considered!

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 petition 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/underprogram.asp.

Once evaluation(s) have been completed by the department and signatures have been obtained, student must submit completed form(s) to the Registrar's Office for processing.

Office Use Only

Processed by: _____ Date: _____



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Courses that do not have a pre-determined equivalency on the University Transfer Equivalency Guide, are evaluated by the Registrar's Office. Course determinations made by the Registrar's Office are solely based upon the review of student transcripts. When appropriate, general 199 subject credit (Ex: HIS 199) may be awarded. If the Registrar's Office cannot determine the appropriate subject area, or there is not an equivalent subject at WCU the course will be rejected. Courses may also be rejected if the Registrar's Office cannot determine if the course is developmental or too technical. In certain instances these determinations or reasons for rejection may be overturned by respective departments.

<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>