Office of the University Registrar
25 University Avenue, West Chester, PA 19383
www.wcupa.edu/registrar
transfercredits@wcupa.edu

RamNet ID# _____
Required

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.
3. NOTE: Diverse Communities, Ethics, and Speaking Emphasis cannot be fulfilled by transfer credit unless the Committee of the Curriculum and Academic Policies Council (CAPC) has approved that course for that student via a Course Substitution Request.

Student Name:	**Date:**
Major:	**Minor (if any):**

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

Academic Departments: ***All approved equivalencies will be PERMANENTLY established unless indicated below. This means that an approved equivalency will be awarded to all subsequent students who transfer this course.***

External Institution Course Information			**WCU Course Equivalency** *As listed on your Transfer Credit Summary*		**To Be Completed by WCU Academic Department** *Dept that oversees course subject area*		
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: