

TRANSFER CREDIT APPEAL PROCESS/FORM

Registrar's Office – Lock Haven University of PA – Lock Haven, PA 17745

If you feel your transfer credits have not been properly evaluated, please follow these steps for further review of your credits.

1. Obtain a course description/course syllabus from the institution at which the course was completed.
2. Attach the course description/syllabus to this completed form. Submit the information to the department chairperson of the department in which the course is offered.
3. The department chairperson will review the course description/syllabus and provide a recommendation to the Registrar's Office for a change in the course equivalency or indicate the original equivalency is accurate.

Student ID	
Name and Contact Information (email or phone number)	
College/University from Which the Course Transferred -- Course Number & Title	<u>College/University</u> <u>Course Number & Title</u>
Course Transferred to LHU as:	<u>Course Number & Title</u>
I would like the course to transfer as:	LHU Course Number and Title

Department Chairperson Recommendation

I recommend the course equivalency change as requested by the student. _____

I do not recommend the course equivalency change as requested by the student. _____

Comments _____

Printed Name – Department Chairperson/Designee of Course _____

Signature -- Department Chairperson/Designee of Course _____

Date _____

Please return completed form to the Registrar's Office, Ulmer Hall 224.

Registrar's Office Use

Signature -- Registrar/Designee _____

Date _____

Update Equivalency Database _____