

UNDERGRADUATE TRANSFER CREDIT REQUEST FORM

Submit this form to the Registrar's Office to appeal an existing transfer credit evaluation already on file. This form must include a copy of the syllabus for each course listed. It is the student's responsibility to provide the syllabus.

Student's Full Name: _____

ID#: _____ Major: _____

TO BE FILLED OUT BY THE STUDENT				TO BE FILLED OUT BY REGISTRAR'S OFFICE				
TRANSFER INSTITUTION ABBREVIATION	COURSE PREFIX AND NUMBER	CREDIT HOURS		DESIRED RSU COURSE EQUIVALENCY	APPROVED OR DENIED	DEPT APPROVAL		DATE
		SEM	QTR			YES	NO	
Ex. TCC	BIO 141	4		BIOL 102				

Comments: _____

FOR OFFICE USE ONLY

Entered in SHATAEQ _____ Code _____ SHATATR Comment entered _____

Processed Date _____ by _____

RETURN FORM TO: REGISTRAR'S OFFICE, REGENT UNIVERSITY
 1000 REGENT UNIVERSITY DRIVE - SC 235, VIRGINIA BEACH, VA 23464 OR fax 757-352-4033