TRANSFER CREDIT APPEAL
*Submit to SUS Academic Dean’s Office*

This form is to be used to appeal a denial of transfer credit. It must be submitted by the student to the relevant academic department chair, via the Academic Dean’s office. COURSE DESCRIPTION AND/OR SYLLABI (AS REQUIRED BY SCHOOL) MUST ACCOMPANY REQUEST. It is the student’s responsibility to obtain required course documentation from the previous institution.

SECTION I – STUDENT/COURSE INFORMATION:

Student Name _____________________________________________________________ Date_________________

Genisys ID# _________________________ Program/Major _____________________________________________

Original Institution_______________________________________________________________________________

Subj. code & # _____________________ Course Title __________________________________________________

# of credits___________ Term taken ___________________

Advisor_____________________________________________________________

SECTION II – FACULTY APPROVAL:

☐ Accepted for transfer as (type of credit) ________________________________ # of credits accepted______

OR

☐ Accepted as Equivalent to Regent course ________________________________ # of credits accepted _______

☐ Not accepted for transfer. Reason: ____________________________________________________________________

Comments: ___________________________________________________________________________________________

______________________________________________________________________________________________________

Department Chair (please print)_______________________________________________________________

Signature ____________________________________________________________ Date __________________

Academic Dean ________________________________________________________ Date __________________

Registrar Use Only:

Entered in SHATAEQ _____ Code# ___________ SHATATR Comment entered ______

Processor initials __________Date______________

Routing: Original to Registrar after faculty review. Copy to student, advisor and SUS academic department file.

3/14/06 AB