



Transfer Credit Appeal Form

Student Name: _____

Rocket Number: _____

Current Major: _____

Advisor: _____

Name of Transfer Institution:

Basis for Request:

Include course syllabus, course number(s), title of course(s), and hours of credit being requested (if applicable):

Signature: _____ **Date:** _____

Registrar's Office Use Only

Resolution: _____

Signature _____



Transfer Credit Appeal Form Instructions

When to file an appeal:

- Appeals must be received by the last day of the semester following the original transfer credit evaluation
- The basis of your appeal must be specific
 - Use additional pages if necessary
 - Supply any supporting documentation (course syllabus, chapters covered)
 - Compare and contrast the syllabus from the course you took to the UT course

When NOT to file an appeal:

- A data-entry error on your evaluation (please contact the transfer center at transfer@utoledo.edu directly)
- Business courses not accredited through AACSB cannot be appealed through this form. All non-AACSB courses are validated through a proficiency test process conducted by the College of Business and Innovation. Please contact The College of Business and Innovations' Students Services Office at 419-530-2087.
- When complete, submit the appeal to:
Rocket Hall - Suite 1800
Phone: 419.530.4844
Fax: 419.530.4828
Email: Transfer@utoledo.edu

The appeal decision should take less than five working days; you will be notified of the decision via your school email.