



## 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

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### 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](mailto: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](mailto:Transfer@utoledo.edu)

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