

TRANSFER CREDIT APPEAL FORM



The Office of Enrollment Management provides credit evaluations of coursework based on official transcripts from all institutions attended prior to enrollment at LIFE. University policy governs these evaluations, but students have the right to request that prior coursework be reviewed for potential credit beyond what is received in the initial evaluation. Students may use this form to request a re-evaluation of any transfer credit from the appropriate Life University academic department. This form may be duplicated for multiple requests.

Instructions for students: You are responsible for attaching catalog course descriptions and syllabi to this form supporting your appeal. Incomplete appeal forms will not be considered. Form must be returned, with appropriate documentation to the Student Advocacy Desk, for the Registrar to begin processing.

Name _____

ID# _____ Date _____

Program _____

Transfer Institution _____

Course Prefix, Number, Title, Credit _____

Requested Life Equivalent Course(s) _____

(Course Prefix, Number, Title, Credit)

Current Advisor _____ _____

Decision: Approved Denied

Comments _____

Deans Signature _____ Date _____