

## TRANSFER CREDIT APPEAL PROCESS/FORM

Record's Office – University of South Carolina Aiken – Aiken, SC 29801

If you feel your transfer credits have not been properly evaluated, please follow these steps for further review of your credits.

1. Obtain a course description and course syllabus from the institution at which the course was completed.
2. Attach the course description/syllabus to this completed form. Submit the information to the Record's Office,
3. The Record's office staff along with the department chairperson will review the course description/syllabus and provide a recommendation for a change in the course equivalency or indicate the original equivalency is accurate.

Name	
VIP #	
College/University from which the course transferred –	<u>College/University</u> <span style="float: right;"><u>Course Number &amp; Title</u></span>
Course transferred to USCA as:	<u>Course Number &amp; Title</u>
I would like the course to transfer as:	USCA Course Number and Title

Student signature \_\_\_\_\_

Date \_\_\_\_\_

### Department Chairperson Recommendation

I recommend the course equivalency change as requested by the student. \_\_\_\_\_

I do not recommend the course equivalency change as requested by the student. \_\_\_\_\_

Comments \_\_\_\_\_

Printed Name – Department Chair/Designee of Course \_\_\_\_\_

Signature -- Department Chair/Designee of Course \_\_\_\_\_

Date \_\_\_\_\_

Please return completed form to the Record's Office, Penland Admin 109, or Mail to:  
471 University Pkwy, Aiken, SC 29807, or email: [angelar@usca.edu](mailto:angelar@usca.edu)

### Registrar's Office Use

Signature -- Registrar/Designee \_\_\_\_\_ Date \_\_\_\_\_

Update Equivalency Database \_\_\_\_\_