

TRANSFER CREDIT APPEAL APPLICATION

STUDENT INFORMATION (To be completed by applicant)

Student Name	Student ID								
Address	Email				Phone Number				

EXTERNAL COURSE INFORMATION (To be completed by applicant)

Institution Name	Subject Code and Course Number	Course Title
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Additional Information Provided (please check what applies)

Assignments
 Catalog Course Description
 Reading Schedule
 Weekly Topic Schedule

Please indicate the reason for this appeal, including any circumstances you wish the department to consider in its assessment

I affirm that this application and accompanying documents are accurate.

Date	Signature
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FOR REGISTRAR'S OFFICE USE ONLY (To be completed by Registrar's Office)

Processed by	Decision of Reassessment
Reason for Denial	Reason for Reassessment
Database Updated By	Signature/Date

TRANSFER CREDIT APPEAL INSTRUCTIONS AND PROCESS

In the process of evaluating a student's transfer credit, the University of Windsor carefully reviewed course(s) completed at other institutions consistent with Advanced Standing and Credit Transfer Policy. If you do not agree with the granted transfer credit assessment, you have the right to appeal this decision by submitting this Transfer Credit Appeal Form to Registrar's Office.

In the event that a student wishes to appeal a course transfer decision the following process will apply:

1. Student can file a Transfer Credit Appeal Form within two terms after admission to their program of study.
2. Student must submit the completed Transfer Credit Appeal Form along with a copy of course syllabus and any additional information regarding the appealed course(s) to the Office of the Registrar.
3. The Office of the Registrar will re-evaluate the course(s) for which the student is requesting reconsideration in consultation with the appropriate Department Evaluator.
4. Once the Transfer Credit Appeal is complete, the decision will be emailed to the student's e-mail account.
5. The decision made on Student's Transfer Credit Appeal will be final.