



TRANSFER CREDIT APPEAL

CF ID No.: _____ Student Name: _____ Telephone: _____ CF Major: _____

Student Signature: _____ Date (MM/DD/YY): _____

Please complete this worksheet for courses eligible for consideration. You must attach documentation such as course syllabi or university/college catalog or copies of relevant catalog page numbers of the years you attended showing detailed course descriptions. If any required information is not documented, obtain an official statement from the registrar's office or the institution substantiating it. Only fully completed submissions will be reviewed. **CREDIT ACCEPTANCE IS NEITHER IMPLIED NOR GRANTED BY COMPLETION OF THIS FORM.** Submit this form along with proper documentation to the College of Central Florida, c/o Enrollment Services Transfer Evaluations, 3001 S.W. College Rd, Ocala, FL 34474.

Please print legibly:

| | |
|--|--|
| Transfer Institution Name: _____ | Address: _____ |
| Registrar's Office Phone Number: _____ | Contact Name: _____ |
| School Accreditation: _____ | Program Accreditation: _____ |
| Major while Attending: _____ | Credit Hour Type: <input type="checkbox"/> Semester Hour <input type="checkbox"/> Quarter Hour |

| Transfer Institution Course Number | Course Title | Credit Hours | Grade | Year and Semester the Class was Taken | CF Course Requested for Credit | Approved? (CF official use only) |
|------------------------------------|--------------|--------------|-------|---------------------------------------|--------------------------------|--|
| | | | | | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | | | | | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | | | | | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | | | | | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | | | | | | <input type="checkbox"/> Yes <input type="checkbox"/> No |

Comments after review (CF official use only):

Enrollment Services Staff Signature: _____ Title: _____ Date (MM/DD/YY): _____

Registrar Signature: _____ Date (MM/DD/YY): _____

TRANSFER CREDIT APPEAL GUIDELINES

Credits earned at other colleges or universities accredited by one of the six regional accrediting associations, as well as non-regionally accredited institutions that use the Florida State Course Numbering System, are normally accepted by the College of Central Florida and placed on the student's permanent record if the credit is in an area and level applicable to a degree at CF. Credits from non-regionally accredited institutions that do not participate in the Florida State Course Numbering System are not transferred automatically, but may be considered on a case-by-case basis. After reading through the important information below, students that would like to have CF consider credits that were not initially transferred can submit a *Transfer Credit Appeal* form.

Important information:

- This form should be used when:
 - Transfer credit was not initially awarded to the student.
 - Student wants CF to consider upper level coursework.
 - Student wants CF to award credit for coursework with “D”s. *Note:” D”s are transferred with grade points and impact overall GPA.*
 - Student wants to have transfer courses re-evaluated under current transfer practices *AND* has not yet enrolled in classes.
- Once credits are awarded they cannot be removed and additional credits may impact student financial aid and VA benefits.

Documentation required:

- completed *Transfer Credit Appeal* form
- course descriptions for the courses in question must be from the catalog that was in effect at the time the courses were taken
- course Syllabus for each class that is being appealed
- description of course learning outcomes and objectives.

Optional Documentation:

- Instructor's name and credentials:
 - have the school or university send official documentation stating the course title and instructor's name, and credentials
 - instructor's credentials (bachelor, master, doctorate degree) may be found in the school catalog.
- Any additional information that may help the CF evaluator determine if the course is equivalent to a course offered at the College of Central Florida.

Submit the Petition for Transfer Credit Evaluation and supporting document to:

College of Central Florida, c/o Enrollment Services Transfer Evaluations, 3001 S.W. College Rd, Ocala, FL 34474