

The Office of the University Registrar provides transfer credit evaluations based upon the official transcripts from all institutions attended prior to enrollment at Point Park. Student may complete this form to appeal decisions on transfer credit evaluations involving courses that were denied transfer or courses that came in as something different than what was anticipated.

Instructions: Students need to complete this form completely. Students are responsible for gathering and submitting all supporting documentation such as but not limited to; course syllabi, course descriptions, course projects, etc. A form that is incomplete or a form with insufficient documentation will result in an automatic denial of said request. Match the request numbers with the equivalency numbers to show what course you want to use at Point Park

Student Name _____ Major _____

Contact Information _____ Date _____

Name of Academic Advisor _____ Student ID _____

Previous Institution (only courses with a C or better are eligible for transfer):

| Request No. | Prefix | Number | Title | Grade |
|-------------|--------|--------|-------|-------|
| I. | | | | |
| II. | | | | |
| III. | | | | |

Point Park Equivalent

| Equivalency No. | Prefix | Number | Title |
|-----------------|--------|--------|-------|
| I. | | | |
| II. | | | |
| III. | | | |

Notes: Reevaluation may take up to ten business days. Students will be notified by the method they used in the contact section of this form. Material submitted will not be returned unless requested by the student.

Processed by _____

Date _____