

TWU TRANSFER CREDIT APPEAL FORM

DATE _____

NAME	STUDENT ID	EMAIL

The assessment of transfer credit is essential both for you, the student, and Trinity Western University. In the process of evaluating your transfer credit we have attempted to carefully assign credit for work completed at other institutions in a manner consistent with Trinity Western University's policies. **This form should be completed if you have concerns regarding credit that has been assigned and would like your assessment to be reviewed.** You will also be required to **include any necessary supporting documents, specifically the syllabus for the course.** You may also include additional course information, assignments, etc.

Procedure:

1. Complete form and send it along with all supporting documents to transfer@twu.ca or hand in to the Office of the Registrar.
2. We will inform you of the appeal decision via the email provided in 1-3 weeks.

TO BE COMPLETED BY STUDENT (attach all support documents):

Course Appeal 1:

Course number	Course Title	Transferring Institution*	Credit
Initial TWU evaluation (course number and title)			Credit (sem. hrs)
TWU Course Request (course number and title)			Credit (sem. hrs)
Reasoning (Please explain the reason why you believe this course should be re-evaluated)			

Course Appeal 2:

Course number	Course Title	Transferring Institution*	Credit
Initial TWU evaluation (course number and title)			Credit (sem. hrs)
TWU Course Request (course number and title)			Credit (sem. hrs)
Reasoning (Please explain the reason why you believe this course should be re-evaluated)			

*Transferring Institution is the school that the course was taken at.