



# Petition for Transfer Credit Evaluation

Student Name: \_\_\_\_\_ B# \_\_\_\_\_ Phone: \_\_\_\_\_ EFSC Major: \_\_\_\_\_ Date: \_\_\_\_\_

Please print legibly

Petition type (check all applicable):  Re-evaluation of transcripts already reviewed (no transfer credit awarded)  Evaluation under current transfer practices (only prior to initial enrollment)  
 Evaluation for transfer of D's (see notes on page 2)  Evaluation of military credit: All  Initial  (see notes on page 2)

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	Transfer institution Instructor's Name	Instructor's Degree and Institution where instructor obtained degree	EFSC Course requested for credit	Approved? (EFSC 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

Comments after review (Eastern Florida official use only): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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 Eastern Florida State College, C/O Office of Registrar Transfer Evaluations, 1519 Clearlake Rd., Cocoa FL, 32922.

Evaluator Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 Please print legibly

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Evaluator Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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## Guidelines

Credits earned at other colleges or universities accredited by one of the six regional accrediting associations are normally accepted by Eastern Florida State College and placed on the student's permanent record if the credit is in an area and level applicable to a degree at Eastern Florida. 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 Eastern Florida consider credits that were not initially transferred can submit a *Petition for Transfer Credit Evaluation*.

## Important information:

- This form should be used when:
  - Transfer credit was not initially awarded to the student
  - Student wants Eastern Florida to consider upper level coursework
  - Student wants Eastern Florida 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.
- This form should not be used to request a re-evaluation of credit already transferred to a student's record. If you would like credit that has already been transferred to your record to satisfy a specific EFSC requirement, please use the *Petition for Course Substitution* or *Petition for Course Waiver* form.
- Military training transfer evaluation information
  - By checking "All" the evaluation will transfer all direct equivalent courses and generic electives (up to 24) to your record
  - By checking "Initial" the evaluation will be limited to those for which EFSC has a direct equivalent
- Once credits are awarded they cannot be removed and additional credits may impact student financial aid and VA benefits

## Documentation required:

- Completed *Petition for Transfer Credit Evaluation* 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
- 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
- Justification for submitting the appeal
  - Briefly explain why you are submitting the petition
- Any additional information that may help the Eastern Florida evaluator determine if the course is equivalent to a course offered at Eastern Florida

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

Eastern Florida State College, C/O Office of the Registrar Transfer Evaluations, 1519 Clearlake Road, Cocoa, FL 32922