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:  ☐ Semester Hour  ☐ Quarter Hour

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<tr>
<th>Transfer Institution Course Number</th>
<th>Course Title</th>
<th>Credit Hours</th>
<th>Grade</th>
<th>Year and semester the class was taken</th>
<th>Transfer Institution Instructor’s Name</th>
<th>Instructor’s Degree and Institution where instructor obtained degree</th>
<th>EFSC Course requested for credit</th>
<th>Approved? (EFSC official use only)</th>
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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: ____________________________  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