



Petition for Transfer Credit Evaluation

Student Name: _____ B# _____ Phone: _____ BCC Major: _____ Date: _____

Please print legibly

Petition type (check all applicable): Evaluation of credit not currently on student record (including Ds and excess electives) Re-evaluation of course(s) already transferred
 Re-Evaluation of all transfer credit under guidelines now in effect (applicable only prior to initial enrollment)

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	BCC Course requesting credit for	Approved? (BCC 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 (BCC 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 Brevard Community 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 Brevard Community College and placed on the student's permanent record if the credit is in an area and level applicable to a degree at BCC. 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 through the appeal process. Students that would like to have BCC consider credits that were not initially transferred in or credits that may have been transferred inaccurately can submit a *Petition for Transfer Evaluation*. Listed below is the information that you must gather and submit when appealing a transfer evaluation.

The *Petition for Transfer Evaluation* form can be used when:

- Student's previous college was a non-regionally accredited institution and therefore an initial evaluation was not completed
- Student feels that the coursework was evaluated inaccurately
- Student wants BCC to consider upper level coursework
- Student wants to have transfer courses re-evaluated under current transfer practices *AND* has not yet enrolled in classes.
- Awarding of 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 BCC evaluator determine if the course is equivalent to a course offered at BCC

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

Brevard Community College
C/O Office of the Registrar Transfer Evaluations
1519 Clearlake Road
Cocoa, FL 32922