



Division of Academic Affairs
Office of the Registrar

Appealing Credit Denials or Discrepancies

Transfer credits are carefully reviewed by the Office of the Registrar and the Academic Departments. All transfer credits from higher education institutions must be from accredited institutions recognized by the U.S. Department of Education and meet the minimum grade requirement of 'C' from out of state institutions and for courses in the major core requirements of the student's program of study. If courses do not meet the minimum requirements noted above, they will not be transferred.

Students may appeal credit determinations by submitting a written appeal to the Office of the Registrar. The appeal must include the student's name, ID#, major, contact information, and specific concerns as it relates to the awarding of academic credit. The Office of the Registrar will review the appeal and render a decision for general education courses. For non-general education courses, the Office of the Registrar will forward the appeal to the respective academic department for review and an articulation decision. In the event a consensus is not reached between the Registrar and Departmental review, the Office of the Provost will make the final decision regarding the awarding of credit. The decision will be communicated in writing by the Registrar to the student within ten business days after receipt of the appeal.