

TRANSFER CREDIT RE-EVALUATION

Academic departments provide credit evaluations of coursework based on official transcripts from all institutions attended prior to enrollment at Northern Kentucky University. University policy governs these evaluations, but students have the right to request that prior coursework be reviewed for potential credit beyond what is received in the initial evaluation. Students may use this form to request a re-evaluation of any transfer credit from the appropriate Northern Kentucky University academic department. This form may be duplicated for multiple requests.

Name: _____ Date: _____

ID Number: _____

NKU Email: _____

INSTRUCTIONS FOR STUDENTS

You are responsible for attaching catalog course descriptions and syllabi to this form supporting your appeal. Incomplete appeal forms will not be considered. Submit completed forms to the NKU academic department that offers the coursework from which you wish to receive credit.

TRANSFER
INSTITUTION: _____

TR COURSE PREFIX, NUMBER, TITLE, CREDIT: _____

REQUESTED NORTHERN KENTUCKY UNIVERSITY EQUIVALENT
COURSE _____

INSTRUCTIONS FOR ACADEMIC DEPARTMENTS

To provide fairness and equal treatment to students, re-evaluation of coursework applies globally to ALL future transfer of credit, unless specifically requested otherwise as detailed below. Re-evaluations must be approved by a department chair or designated department representative.

I approve this equivalency. I do not approve the equivalency

Name: _____ Title: _____

Approving NKU Academic Department _____

Signature: _____ Date: _____

Email: _____ Phone: _____

NOTE FOR FACULTY: If you do not wish to make a global change for this course, the approval must be accompanied by a justification for awarding this credit exclusively, and a signature is required from the course dean's office.

This equivalency is approved exclusively for the student listed above and is not to be applied globally.

RE-EVALUATION DETERMINATIONS ARE FINAL

RETURN SIGNED FORM TO THE OFFICE OF THE REGISTRAR, ATTN: TRANSFER EVALUATION, AC 301