



NORTHEAST STATE

We're here to get you there

Office of Admissions and Records
P. O. Box 246
Blountville, TN 37617
423.323.0253/800.836.7822
423.323.0215 (fax)
www.NortheastState.edu

Petition to Evaluate Transfer Work for Academic Credit

If transfer credit for a particular course is not granted, the student may appeal by filing this form in the Office of Admissions and Records. The student should attach supporting documentation to this petition such as a course description, course syllabus, and faculty credentials. Course equivalency credit may be awarded only after review and approval by the appropriate academic department chair or division dean. A course competency examination or other evidence may be required as part of this process.

The petition will not be processed without supporting documentation.

Name: _____ Student ID: _____

Major: _____ Advisor: _____ Phone: _____

A SEPARATE FORM IS REQUIRED FOR EACH COURSE PETITIONED FOR ACCEPTANCE.

Transfer Institution Name:

Department	Course Number	Transfer Course Title	Credit Hours

I request the above course be considered equivalent to the following Northeast State course:

Department	Course Number	Northeast State Course Title	Credit Hours

Student: Do not write below this line - to be completed by authorized personnel.

To: _____ Division: _____

Please review this request and the attached material to make specific transfer credit recommendations.

Attached Documentation: Transcript Course Description Syllabus Faculty Credentials

College Catalog Other _____

Recommendations and comments _____

Transfer institution is Regionally accredited Non-regionally accredited

Approved Denied Signature _____ Date _____

Department Chair

Approved Denied Signature _____ Date _____

Dean

Approved Denied Signature _____ Date _____

Registrar

Return this form to the Office of Admissions and Records