

Transfer Appeals Process

Transfer students may appeal if and how a course from another college transferred to Kutztown University via the following process.

If a course is listed on our equivalency table as not transferable, the student must provide a syllabus of the course to the Transfer Student Records Coordinator in the Registrar's Office. The Transfer Student Records Coordinator will forward the syllabus to the chair of the department for re-evaluation. If the chair denies the acceptance of the course for transfer, the student has a right to petition to the Undergraduate Exceptions Committee (UEC). The UEC is the final deciding body. UEC petition forms are located in the Registrar's Office.

If the student questions *how* a course transferred and requests a re-evaluation, the student must provide a syllabus of the course to the Transfer Student Records Coordinator in the Registrar's Office. The Transfer Student Records Coordinator will forward the syllabus to the chair of the department for re-evaluation. If the department chair denies the re-evaluation request, the student may appeal to the dean of the college. The decision of the dean will be final.

Students should address any questions about the appeals process to the Transfer Student Records Coordinator in the Registrar's Office.