**Transfer Credit Appeal Process**

All questions regarding the transfer of credit to West Chester University should be directed to the transfer credit area within the Office of the Registrar. If students want to appeal a transfer equivalency decision, they must complete the Transfer Credit Appeal form, which is available on the [Office of the Registrar’s](http://wcupa.edu/registrar/) website. Students must complete and submit this form, along with a course description and/or syllabus, to the appropriate department for review. If additional information is needed to further review the student’s appeal, it will be the student’s responsibility to provide this information. Please allow two to three weeks for departments to make a final determination.