

INSTRUCTIONS FOR APPEALING EVALUATION OF TRANSFER CREDITS

Credits earned at other colleges or universities accredited by one of the six regional accrediting associations are normally accepted by Edison State College and placed on the student's permanent record (transcript) if the credit is in an area and level applicable to a degree program at Edison. Credits from non-regionally accredited institutions of higher education are not normally accepted for transfer credit. Listed below is information that you must gather and submit with your appeal for each course that you are requesting consideration for transfer. The documentation will be submitted to the appropriate Edison academic department for review.

Please remember the following important items to save you time and effort:

1. You do not have to appeal *every* class taken at the institution; you may choose to appeal only the classes you feel would benefit your educational pursuits at Edison.
2. A separate appeal must be submitted for each course.
3. Only courses that have potential equivalents at Edison can be appealed. Review the Edison catalog course descriptions to see if you feel the class can be appealed. For example, private bible colleges offer classes on Old or New Testament History and Technical/Vocational Schools often have programs in auto-mechanics or cosmetology. These could not transfer, as Edison has no equivalent courses.

Documentation Required:

1. ***Completed Course Re-evaluation appeal***
2. ***Course description*** – attach the description of the course to be re-evaluated from the catalog that was in effect at the time you took the course.
3. ***Course syllabus*** – attach a course syllabus for each class that you wish to appeal
4. ***Instructor's name and credentials*** – have the school or university send official documentation stating the course title and instructor's name. Be sure the documentation includes the instructor that provided the instruction when you took the course. Instructor credentials (bachelor, master, doctorate degree) usually are listed in the school catalog. If so, both the pages detailing the instructor's educational credentials and the date of the catalog verifying it is from the semester/quarter in which you took the class can be photocopied and submitted. If this information is not in the school catalog, the school may write a letter on school letterhead stating the instructor's name, educational credentials, and a statement that this information is accurate for the time in which you took the class.
5. ***Justification for filing this appeal*** – briefly explain your reasons for submitting this appeal and why you believe your request is justified. Be specific and be detailed. Attach any documentation that supports your appeal to this form.

Submit the above documents to the Office of the Registrar
8099 College Parkway
Fort Myers, FL 33919

Course Re-evaluation Appeal



Name (Last, First and Middle)	Student ID# @
Phone Number	Edison email @edison.edu

COMPLETE A SEPARATE FORM FOR EACH COURSE

Each request must include:

1. Completed Course Re-evaluation form
2. Catalog description of the course to be re-evaluated
3. Course syllabus
4. Faculty credentials
5. Briefly explain your justification for filing this appeal

Name of Transfer Institution _____
 (One form per institution)

Is the Institution accredited? No Yes If yes, name of accrediting agency _____

Semester/Quarter when course was taken (circle one): FALL SPRING SUMMER Year _____

TRANSFER INSTITUTION			EDISON STATE EQUIVALENT		
Course ID	Course Title	Credits	Course ID	Course Title	Credits

I am requesting that the above course(s) be considered for transfer to Edison State College. I have attached the documentation as requested.

Student Signature **Date**

THIS SECTION TO BE COMPLETED BY THE ACADEMIC DEPARTMENT

The above course has been determined to be equivalent and transfer credit is authorized to be awarded

The above course is not equivalent, but may transfer in as an elective _____
(Recommended ESC course)

Transfer credit cannot be awarded for the above course

 Academic Dean's Signature Date VP Academic Affairs Date