



D Grade Transfer Appeal Form

Transfer credit will be automatically awarded for courses in which a student earns an A, B, or C grade. Students can request a maximum of six credit hours from courses with D grades. However, there are exceptions to this policy including: prerequisites for courses requiring a grade of C or better, if a grade of C or better is required for a specific program, or specific general education courses that require a grade of C or better. (Policy 522.5)

A valid photo ID must be presented or a copy attached when submitting this form in person, by mail, by Email, or via fax

Student Information: If my contact information (including email, address, phone number) on file is different from this form, I agree for my information to be updated. _____ (Initial)

Name (First, Middle Initial, Last)

Student ID/SSN

Current Address

Phone

Email Address

Current Major

Transfer Information:

Name of school transfer credit requested from: _____

Course information of requested transfer credit: _____

(Initial) I acknowledge the number of credit hours requested may not exceed 6 hours and this appeal can only be made one time. Any unused D hours cannot be used at a later time.

(Initial) I acknowledge some majors, departments, and core courses do not accept grades lower than C. If you are accepted into such a department, a grade of D will not be accepted towards your major but can apply to the elective hours that you will need to graduate, if it is not a repeated course. Also, specific core courses do not accept grades of D. If you transfer a D in a core course where a D isn't accepted, it will have to be repeated.

(Initial) I acknowledge that I will be notified of the appeal decision via the contact information provided above.

I understand that this appeal is not guaranteed and must be reviewed by the Records Office before approval.

STUDENT'S SIGNATURE

DATE

For Office Use Only

Received by: _____ Date: _____ ID Verified: _____ Processed: _____