



REQUEST FOR REVIEW OF CREDIT

East Tennessee State University will review for possible credit courses entered as electives on a student's transcript and credits earned through non-regionally accredited collegiate institutions. This form must be completed to petition for a review of credits. Credit will be recorded on a student's academic record only after the appropriate ETSU academic department and dean/designee have reviewed the credit and determined it to be equivalent in content to an ETSU credit and approval is issued by the Provost/designee. The program coordinator and faculty in the discipline will determine whether end of course competencies have been satisfactorily completed by the student. Credit(s) awarded will not exceed the equivalent credit(s) awarded by ETSU. If a letter grade was earned, that letter grade will be recorded for credits earned. A grade of "P" for "passed hours" will be recorded for credits earned from Non-Traditional Credit Activities. The academic department may use departmental examinations, standardized testing, validation, and other means to determine competencies. One form is required for each credit petitioned for acceptance.

Student Last Name _____ **E#:** _____

Last

First

Middle Initial

Request for Review of Credit Earned through Course Taken at a University					
Institution When Credit was Earned:				Date of Completion:	
Department	Course Number	Transfer Course Title		Semester Credit Hours	
ETSU Course for which transfer equivalent is recommended					
Department	Course Number	ETSU Course Title		Semester Credit Hours	
Request for Review of Non-Traditional Credit Activities					
Credit by Standard Testing Examination					
Examination Taken:			Results of Examination:		
Credit by Approved Recommendation Service					
Explanation of credit request from Approved Recommendation Service:			Results of Examination:		
Credit by Challenge Exam					
Satisfactory academic standing	Yes	No	Course previously taken	Yes	No
Explanation of Challenge Exam:			Results of Challenge Exam:		
Credit for Prior Learning Assessment					
Satisfactory academic standing	Yes	No	Course previously taken	Yes	No
Explanation of Prior Learning:					



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Additional information may be provided on an attachment.

The academic department should complete the following:

Please identify in detail the methodology utilized by the department to ensure that the student has a thorough knowledge of the course content of the ETSU course.

Approval of reviewing faculty:	Date:
Approval of chair, academic department:	Date:
Approval of dean/designee of the college where credit is offered:	Date:
Approval of Provost/designee:	Date:

After all signatures are obtained, please forward this form to the Office of Admissions, 106 Burgin Dossett Hall or PO Box 70731, ETSU Johnson City, TN 37614-0731 or at documents@etsu.edu.