Lehigh Carbon
COMMUNITY COLLEGE

RE-EVALUATION OF TRANSFER CREDIT REQUEST

Student_____ Student ID_____

Are you changing your major? Yes___ No___ Major_____

College Attended_____

Please list the **courses from your college** you feel should apply to your major:

Semester/year completed	Course number	Course Title	Credits	Approval/denial	LCCC Approval (do not write in this column)

Please submit any supporting documentation with this form: course descriptions, syllabi, etc. If you are just changing your major simply state the courses you feel can transfer into that major.

Please remember:

- only grades 'C' or better may transfer
- no graduate-level or pass/fail courses may transfer
- technological courses over 5 years old may not transfer (Accounting, Computers, Technological courses)
- certain courses may not be transferable if there has been a lapse of time since being taken, such as anatomy and physiology; please consult individual program requirements or your advisor
- courses taken under a quarter or trimester system will be evaluated and adjusted to the semester system
- please see your advisor for additional transfer guidelines

You will be notified by mail once the re-evaluation is completed; please allow 7-10 days or longer depending on the number of evaluations ahead of yours.

_____ _____

Signature of Student Date

(LCCC Office Use Only)

Advisor Name_____ Date_____

Reviewed By_____ Date_____

Notes:_____

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