SECTION I: TRADITIONAL PRIOR LEARNING ALTERNATIVES

Non-Regionally Accredited Institutions

The appeals process at PSCC is the same for students transferring from regionally and non-regionally accredited colleges and universities. Students must first have a transcript submitted. For courses that are not automatically accepted for PSCC credit the student may request reconsideration of transfer credit decisions. **It is important for students to submit supporting documentation if they choose to petition for transfer credit.**

Steps in the appeal process are as follows:

1. The student contacts Admissions and Records, (865) 694-6400, and requests a reevaluation of transfer credit. The student may ask that particular courses be reconsidered for approval.

2. The student must submit course descriptions, course syllabi and other documentation accompanied by a Petition for Transfer Credit form and submitted to the Records department (attached).

3. Records then processes copies of college transcripts and supporting documentation and send them to the appropriate academic dean for review.

4. The dean informs Admissions and Records of the transfer credit decision. **Dean decisions regarding the awarding of transfer credit are final.**

5. The student is notified of the transfer credit decision by Admissions and Records, and any approved transferable credit will appear on the student’s record.

6. Forms may be accessed at: [http://www.pstcc.edu/pla](http://www.pstcc.edu/pla).