

The science courses on your transcript were taken more than five years ago and were not automatically transferred to Brenau University. In order to have these classes considered for transfer credit, please complete this form and return in the self-addressed, stamped envelope to Dr. Gale Hansen Starich, 500 Washington St., SE, Campus Box #8, Gainesville, GA 30501. Dr. Starich, Dean of the School of Health and Sciences will review your appeal and notify you in writing of the status of these courses.

STUDENT INFORMATION	
Student ID No: _____	Date: _____
Name: _____	
Student major: _____	
RN License Number: _____	State Where Licensed: _____
▶ Employment History for the Past Three (3) Years:	
Employer/Address: _____	

Position: _____	Years: _____
Employer/Address: _____	

Position: _____	Years: _____
▶ Comments: _____	

▶ Signature: _____	

Office Use Only				
Date Received: _____		Approved: _____		Denied: _____
Course #	Course Title	Brenau Equivalent	Grade	Term
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____
4. _____	_____	_____	_____	_____
Signature of Dean: _____			Date: _____	

This form is sent in response to your request for transfer credit of a course(s) that has “timed-out” and is therefore not acceptable for credit. Please provide the following information so that your request might effectively be evaluated.

► **Course Information for courses you would like considered:**

Course #	Course Title	Institution Course Taken	Grade	Term/Year
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____
4. _____	_____	_____	_____	_____

► **Work or education-related activities that would support the retention of this material:**

X _____
Signature

Date