

## TRANSFER COURSE EVALUATION APPEAL

## **Directions to the Student:**

- 1. Complete one form for each transfer course you want to appeal.
- 2. Attach the following information to the appeal form:
  - supporting documentation for the course: course syllabus, course description and/or course outline
  - a typed letter explaining the rationale for your appeal
- 3. Submit this completed form with your supporting documentation attached to the Registrar's Office.

**Outcome of appeal**: Results from the appeal will be sent within 30 days to the email address you provide below. If you are not satisfied with the results of this appeal, you may appeal to the Vice President of Academic & Student Affairs. A third and final transfer appeal is available at the system level. See Minnesota State Colleges and Universities Procedure 3.37.1, Part 7.

Name	meStudent Id:			
Last	First	MI		
Address				
Street		City	State	*
Phone	Email Ac	ddress		
Major:				
Please consider t	he course listed below from: _			
	(College/Institution)			
Course #	Course Title	Credits	Rive	rland Equivalent
Signature of Student		Date:		
	Approved:	Denied:		
Comments:				
Commence.				
Academic Dean:		Date:		
Academic Dean.			Date	
Dogistror	or: Data:			