Advisor Name	
Date	



Coon Rapids Campus Attn: Ravae Anderson 11200 Mississippi Blvd NW Coon Rapids, MN 55433 Office: 763.433.1398 Fax: 763.433.1271

> **BLACK INK** ONLY!

TRANSFER COURSE REQUEST

Appeals with incomplete information will be denied.
Read and complete all sections of Request

comp Pleas	lete this for e <u>initial</u> eac	63.433.1240 (CR) or 7 cm. Requests will only ch category below to i email within 2 weeks.	763.433.1840 y be considerendicate your	(CC) to med after an	nake an aj official e	valuation ha	neet wi	mpleted by	the Record	s Office.	ou
	ng docume Tr Ur Cc	h all the following do entations will be deni ansfer Course Reques nofficial copy of trans- opy of course syllabus opy of ARCC Degree	ied. t cript		ur reque	st. Appeals	with inco	mplete inf	ormation a	<u>nd/or</u>	
	Section I. PLEASE PRINT CLEARLY NAME PHONE () DATE										
		ID									
ADDRESS(Street)				 -	(City)				(State) (Zip)		
STUDENT SIGNATURE											
□Се	on II. ertificate e of degree	☐ AS ☐ AAS //certificate:		$\Box \overline{AA} \Box$	No Emph		phasis:			□ MN	TC only
Section III. A. Transfer Course to be used in place of (ARCC course): Please consider the course(s) listed below from: (College/Institution) (Year)											
Dept	Course #	Course Title	Term/Year	Credits	ARCC Dept	ARCC Course #	Course Tit	le	Approved	Denied	Change in DARS Y/N
В.	 Transfe	 er Course to be used	 for MnTC (l Foal Area	(s):				Office Us	e Only	
		consider the course(s)				SCU College/It	ıstitution)	Attende	ed:	-	
Dept	Course #	1				Term/Year	Credits MnTC Goal Area		Approved	Denied	Change in DARS Y/N
									Office Us	e Only	
Advis	sor Signatı	ıre:	·			Σ	Oate:		••		
Office	e Use Only	<u> </u>									
Revie	wed by Dec	an/Director:			D	ate:	Ca	omments: _			
I											

Petition Process

- If, after your transcripts have been officially evaluated, you believe that a course should be reconsidered for transfer or competency of a requirement, you may submit a Transfer Course Request. <u>All Transfer Course Requests</u> must be completed with an Academic Advisor. To schedule an appointment, you may call 763-433-1230. This petition will be reviewed by Student Services.
- 2. If you are not satisfied by the results of the petition, you may work with an Academic Advisor to provide additional documentation or rationale to support your appeal. This petition will be reviewed by the Academic Dean.
- 3. If you are not satisfied by the third appeal results, you may provide written rationale for your final institutional appeal. This petition will be reviewed by the Vice President of Academic and Student Affairs.
- 4. If dissatisfied with the results of the petition after three institutional appeals, you may appeal to the Vice Chancellor of Academic and Student Affairs at the MnSCU system office. http://www.mnscu.edu/board/procedure/321p1.html