



TRANSFER COURSE EVALUATION APPEAL

Submit this completed form to the DARS/Transfer Student Services Office

DARS/Transfer Student Services
West Campus, Room 2240
3300 Century Avenue North
White Bear Lake, MN 55110

APPEAL INFORMATION AND PROCEDURES:

Students have the right to appeal transfer credit evaluation decisions. Refer to “Your Rights as a Transfer Student” in the college catalog. To appeal a transfer credit evaluation, complete and submit this form along with supporting documentation to the DARS/Transfer Services Office. **Note: To request course substitutions or waivers complete an Academic Petition not an Appeal.**

1. Meet with a counselor to review and discuss the results of the transfer credit evaluation. If an error was made, a revised evaluation will be issued in the mail.
2. Students are responsible for providing Century College supplemental information and/or documentation related to the evaluation of a course(s) transferring from other institutions.
3. Students will be notified of the results of their appeal within approximately three weeks of submitting an appeal. Students may petition the decision. Meet with a counselor to complete and submit an Academic Petition to the Vice President of Academic Affairs. A transfer decision may be appealed through the Minnesota State Colleges and Universities Senior Vice Chancellor of Academic and Student Affairs (Procedure 3.21.1).

Please print clearly in ink.

Date: _____

Name: _____ Social Security #/Student ID: _____
Last First Middle

Degree/Award Plan: _____ Program: _____
(AA, AS, AAS, Diploma, Certificate, MnTC) (Accounting, Nursing, Cosmetology, etc.)

I have attached the following supporting documentation: (Check all that apply)

- Course Description Course Syllabus Textbook Information Reading List Student Statement/Rationale

I believe the following course(s) to be equivalent to the Century course(s) listed:

Please consider the course(s) listed below from: _____ <i>(College/Institution)</i>			
Attended: _____ <i>(Year)</i>			
Course #	Course Title	Credits	Century Equivalent Course

I believe the following course(s) to be not equivalent to a Century course but appropriate for the MN Transfer Curriculum (MnTC) goal area(s) listed:

Please consider the course(s) listed below from: _____ <i>(College/Institution)</i>			
Attended: _____ <i>(Year)</i>			
Course #	Course Title	Credits	MnTC Goal Area(s)

Office Use Only:

Reviewed by: _____ Date: _____ Approved Not Approved
Faculty / Transfer Specialist

Response to Student: