TRANSFER COURSE EVALUATION APPEAL

Directions to Student: Complete this form, attach supporting documentation (syllabus, course descriptions and or course outlines) and a typed letter explaining rationale for appeal. Submit completed form to the Transfer Center. A copy of this form, indicating Administrative Action, will be mailed to you within 30 days. If you are not satisfied with the results of this appeal, you may appeal to the Vice President, Academic Affairs & Student Development. 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 _____ **Student ID:** _____
Last First MI

Address _____
Street City State Zip

Phone _____ **E-mail Address** _____

Program _____

Please consider the course(s) listed below from: _____
(College/Institution)

Course #	Course Title	Credits	Saint Paul College Equivalent

_____ _____
Signature of Student Date

Administrative Action: ❑ Approved ❑ Denied

Comments _____

_____

_____ _____
Transcript Evaluator Committee Date

_____ _____
Transcript Evaluator Committee Date

_____ _____
Transcript Evaluator Committee Date

SAINT PAUL COLLEGE
A Community & Technical College

This document is available in alternative formats to individuals with disabilities by contacting Caidin Riley, Coordinator of Disability Services at 651.846.1547 or caidin.riley@saintpaul.edu. For TTY Communication, contact the Minnesota Relay Service at 7-1-1 or 1.800.627.3529.

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