

Transfer Course Evaluation Appeal

STUDENT ID #: _____

For Office Use Only

Directions to 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 description, instructor credentials and syllabus and/or course outline
 - a typed letter explaining rationale for appeal

Outcome of Appeal: A letter of decision 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 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.

Student ID# _____ Saint Paul College Email: _____

Name: _____ Phone: _____
First Middle Last

Program: _____ Transfer College: _____

TRANSFER COLLEGE COURSE(S)			SAINT PAUL COLLEGE EQUIVALENT COURSE		
Subject & Number	Title	Credits	Subject & Number	Title	Credits

Student Signature: _____ Date: _____

Incomplete appeals will be denied.

Submit completed form and all required document to Admissions, Room 1300 or student.records@saintpaul.edu

College Use Only

Approved Not Approved

Comments:

Appeal Committee Signature: _____

Date: _____

Appeal Committee Signature: _____

Date: _____

Appeal Committee Signature: _____

Date: _____