

Petition for Re-evaluation of Transfer Course

Instructions

Students who wish to appeal the transferability of coursework must complete this Petition for Re-evaluation of Transfer Course form within the first semester after the work is posted on their Colorado Mountain College record, or after receiving notice from the Registrar's Office that the coursework was not accepted for transfer credit. A full course syllabus from when you took the course is mandatory with this petition. Other materials can include titles of text book(s), copies of written assignments, and/or a letter from the institution that awarded the initial credit.

To the student: You may begin the petition process by completing the student portion of this form and delivering it, with all appended documentation, to your college advisor/counselor. Once a petition has been received by the Registrar's Office, the student can expect a written response within fifteen working days. All written communication will be sent to the student's CMC email address.

To the counselor or advisor: After reviewing the petition and attachments, please forward them to transcript@coloradomtn.edu.

If the Evaluator Approves the Petition

The Evaluator will approve the petition and update the transfer credits in the Student's academic record. Students can view their academic records online in Student Planning.

If the Evaluator Rejects the Petition

1. The Evaluator will send the petition to the Dean of the appropriate School for review. The Dean or Designee will attach her/his opinion in writing to the file and return it to the Evaluator within ten business days.
2. The Evaluator will notify the student and Academic Advisor/Counselor of the Dean's decision. If the Dean approves the petition, the Evaluator will post the changed credits to the student's academic record.

1. To be completed by the student

Student's Full Name CMC Student ID# Student's CMC Email Address

Name of College Counselor or Academic Advisor

Transfer course information

Name of educational institution Course Title Course Number

CMC course for which I am seeking credit

Course Title Course Number

Reason for my petition for re-evaluation:

I have attached the course description and course syllabus from the year I took the course (required).

I confirm that CMC has already received my official transcript from the institution (required).

Student signature

Date

2. Registrar's Office

Action taken: Course was re-evaluated and accepted for transfer credit.
Not accepted; petition forwarded to the office of (Dean's name):

Comments:

Signature of transcript evaluator _____ Date _____

3. Dean's Office

The petition is approved. Transfer credit is applied as requested.

The petition is denied. There is no change in transfer credit.

Transfer credit is approved for a course other than the one requested (CMC course number):

Comments:

Signature of Dean _____ Date _____

4. Student Records

No action taken.

Transfer credit processed on this date: _____ by (name): _____