

This form is used to appeal the evaluation of a course transferred to Colorado Mountain College.

Students who wish to appeal the transferability of coursework must work with their Counselor/Advisor within 12 months of Colorado Mountain College completing the transfer evaluation. One form should be submitted per course. The form is submitted by the Counselor/Advisor.

A full course syllabus from when the course was taken is mandatory with this request.

Once received, the Registrar's office re-evaluates the course based on the additional information. If required, the Registrar's Office may consult with the appropriate Department Dean and Faculty.

Student Information:

First Name _____ Middle Name _____ Last Name _____

Student ID: _____

Program _____ Catalog year _____

Has student petitioned to Graduate? Yes No Anticipated graduation semester _____

Transfer Course Information:

Transfer Institution _____

Code	Transfer Course Title	QTR/SEM Hours	Grade	Term

Attach course syllabus from the year course was taken.

CMC course for which credit is sought:

CMC Course Code and Title

Reason for petition for re-evaluation:

Counselor Signature _____ Date _____

Credential Evaluator Review

How course originally transferred:

Course request approved? Yes Need Dean/Department Review

Comments

Dean Review

Name of Dean

Comments

Approval

Yes - course equivalent as requested

No – course is instead equivalent to _____

No original evaluation remains unchanged

Dean Signature

Return form to registrar@coloradomtn.edu for processing and copy counselor

Depending on outcome counselor can then submit a course sub request and must include a copy of this document and the syllabus.