

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

Appeal Process

Students who wish to appeal the transferability of coursework must complete this form within one semester of the work being posted to their Colorado Mountain College record, or after receiving notice from the Registrar's Office that the coursework was not accepted for transfer credit.

A Student may begin the appeal process by completing the student portion of this form and delivering it, with all supporting documentation, to their college advisor/counselor.

A full course syllabus from when the course was taken 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.

After the student's advisor or counselor has reviewed the petition and supporting documents, they will email the appeal to the Academic Credentials Evaluator at registrar@coloradomtn.edu.

Once an appeal has been received by the Academic Credentials Evaluator, the student can expect a written response within fifteen working days. All written communication will be sent to the student's CMC email address.

If the Evaluator Approves the Appeal:

The Evaluator will 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 Appeal:

1. The Evaluator will send the appeal to the Dean of the appropriate School for review. The Dean 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 appeal, the Evaluator will update the transfer credits in the Student's academic record.

Student Information:

Last Name _____ First Name _____ MI _____

CMC Email _____ Phone Number _____ Student ID _____

Transfer Course Information:

Transfer Institution	Course Code	Course Title
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I have attached the course description and course syllabus from the year I took the course (required).

CMC course for which I am seeking credit:

Course Code	Course Title
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Reason for my petition for re-evaluation: _____

Signature _____ Date _____

OFFICE USE ONLY

Advisor/Counselor

I have reviewed the petition and confirm the student has attached the course description and course syllabus

Signature _____ Date _____

Email _____

Academic Credentials Evaluator

Course re-evaluated and accepted as requested – updated in Colleague.

Not accepted; petition forwarded to the office of Dean _____

Comments: _____

Signature _____ Date _____

Email _____

Dean's Office

Course is approved for transfer credit as requested.

Course is not approved for transfer credit.

Transfer credit is approved for a different course (CMC course number):

Comments: _____

Signature _____ Date _____

Email _____

Registrar's Office

No action taken.

Transfer credit updated per above decision.

Processor _____ Date _____

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