

TRANSFER CREDIT POLICY APPEAL

Course did not transfer due to the transfer policy grade requirement?

Course did not transfer for any other transfer policy-related reason?

Complete the “**TRANSFER CREDIT POLICY APPEAL**” form (below) to have your case reviewed by University College:

1. Fill out sections One and Two of Transfer Credit Policy Appeal form (below) and print form.
2. Submit form to the appropriate academic department for signature.
3. Contact a Transfer Evaluator in the Office of Records and Registration, AS-118, 320-308-2111, Email: registrar@stcloudstate.edu to review your submission.

Note: Do not submit a “**TRANSFER CREDIT POLICY APPEAL**” form until you have met with the academic department associated with your course and the academic department determines there is no comparable/equivalent St. Cloud State University course.

For students who need an initial departmental review of a course to determine if the course is equivalent, please see “**TRANSFER CREDIT REVIEW**” form (below).

For students who need an **EXEMPTION** to a **Liberal Education Program (LEP)** course decision, please use the “[ACADEMIC POLICY EXCEPTION REQUEST](#)” form.

OFFICE OF RECORDS AND REGISTRATION
ST. CLOUD STATE UNIVERSITY, AS 118
720 4th AVENUE SOUTH
ST. CLOUD, MINNESOTA 56301-4498
PHONE: (320)308-2111 FAX: (320)308-2059
Email: registrar@stcloudstate.edu

DEPARTMENT SIGNATURE IS REQUIRED

- Form will not be accepted without department signature
- Academic departments may require additional documentation

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St. Cloud State University Transfer Policy/Procedure Information at:

<http://www.mntransfer.org/pdfs/students/PDFs/System-Level-Appeal-Form.pdf>

Section 1: Student Information

SCSU Student I.D. _____ Date Presented _____

First Name _____ Middle Name _____ Last Name _____

Current Mailing Address: Street _____ City _____ State _____ Zip _____

(_____) _____ Email: _____@stcloudstate.edu

Area Code _____ Phone Number _____

Section 2: Course Information

Institution (where course was taken)	Subject	Number	Course Title	Credits	Grade	Term / Year

Section 3: Appeal Type (Check All that Apply)

- Grade earned below transfer policy requirement
- No Departmental comparable/equivalent course
- Other _____

Signature: _____ Date: _____

Section 4: Must be completed before submitting to the Office of Records & Registration

Department Use Only

Reviewing Department _____ Support Neutral Deny

Reason for Support (if supported) _____

Reason for Denial (if denied) _____

Department Representative Name: Print: _____ Sign: _____ Date: _____

Viewed by Records & Registration: _____ (Transfer Evaluator Initials) Date: _____

University College: Approve Disapprove

Signature: _____ Date: _____

Note to Student: You have the right to appeal transfer appeal decisions to the Senior Vice Chancellor of Academic and Student Affairs of the Minnesota State Colleges and University System, available at: www.minnstate.edu/board/policy/321.html