

Office of the Registrar

132 Wigley Administration Center  
 Mankato, MN 56001  
 (507) 389-6266; 1-800-722-0544; (507) 389-5719 (FAX)

# TRANSFER APPEAL FORM

**Appeal of Credit Transfer Decisions**

Students have the right to appeal credit transfer decisions.

Minnesota State University, Mankato complies with the MnSCU system policy and procedures including [Undergraduate Course Credit Transfer Policy](#) and [Procedure](#), the [Minnesota Transfer Curriculum](#), and [Transfer Rights and Responsibilities](#).

**Process for appealing the evaluation of transfer credits:**

1. Complete and submit this transfer appeal form. Students may be required to include additional information to support their case including a course description, a course syllabus, and reading list.
2. The appropriate department or committee will review the appeal.
3. Student will receive the outcome of the appeal in writing.
4. A student may submit a MnSCU system-level appeal. A student who is not satisfied with transfer appeal decision may appeal to the Senior Vice Chancellor of Academic and Student Affairs. The decision of the Senior Vice Chancellor is binding.

Separate forms must be used for each department/program

**Form must have Chair's signature before the Registrar's Office will process the request**

Name: \_\_\_\_\_ MSU TECH ID: \_\_\_\_\_

Street: \_\_\_\_\_ Date: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

This transfer evaluation is for courses taken at: \_\_\_\_\_

**Transfer Course(s)**

**MSU Course(s) Substitution**

Dept	Course #	Course Title	Term	Grade	Credits

Dept	Course #	MSU Course Title	Credits	DARS

Explain why you believe each course is an appropriate transfer equivalent to an MSU course (attach additional pages as needed)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of Dept Chair: \_\_\_\_\_ Recommendation:  Approve  Deny

**COMMENTS:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**For Registrar's Office Use ONLY**

DARS: \_\_\_\_\_  
Date Initials Code Req.

Sent: \_\_\_\_\_  
Date Initials