

Date	
Student ID:	
Program:	

## **Appeal of Transfer Credit**

Instructions: This form is to appeal the decision made for denied credits. Appeal forms should be filed as soon as possible after your first attempt of transfer credits. Appeals must be written clearly and include all supporting documents (all relevant information to verify and support your appeal). If appropriate documents are missing, the appeal is returned. Submit the completed form to the Office of Records and Registration. Allow up to 3 weeks for this appeal to be processed from the date it was received. Student will be notified by mail whether the appeal was approved or denied. Use only one appeal request per form. If a student is not satisfied with the transfer appeal decision the student may appeal the Anoka Technical College appeal decision at the system level to the Vice Chancellor of Academic and Student Affairs. The decision of the Vice Chancellor is binding.

Student Information (print clearly):				
Name:				
Last	First	Middle		
Address:	Col	College E-Mail:		
Appeal Request:				
	decision made for denying credits from nat would verify or support your petition):	the following Institution:		
Name of Institution:				
Reason for Appeal:				
Note: supporting documents are not retu	rned			
Decision: (Allow 10 – 15 busines	s days for evaluation) could be longe	er during peak times.		
Faculty Recommendation:	Approved Denied Date: _			
Faculty Signature				
Academic Dean Recommend	ation:   Approved   Denied	Date:		
Comments:				

Submit form via email to: Registrar@anokatech.edu or fax to 763-576-7701 or mail to: Office of Records & Registration, Anoka Technical College, 1355 West Highway 10, Anoka, MN 55303

## For Office Use ONLY:

Routing Process:			
1.	Office of Records/Registration receives Appeal	Date:	
2.	Petition logged into Petition Log	Date:	
3.	Petition routed to Faculty member(s)	Date:	
4.	Faculty route back to Office of Records/Registration	Date:	
5.	Academic Dean reviews and makes final approval	Date:	
6.	Transfer Specialist receives and processes request	Date:	

Again, if a student is not satisfied with the transfer appeal decision the student may appeal the Anoka Technical College appeal decision at the system level to the <u>Vice Chancellor of Academic and Student Affairs</u>, John O'Brien. The decision of the Vice Chancellor is binding.