

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 ATC appeal decision at the system level to the Senior Vice Chancellor of Academic and Student Affairs. The decision of the Senior Vice Chancellor is binding.**

Student Information (print clearly):

Name _____	Student ID _____
Address _____	Program _____
Phone (H) _____ (cell) _____	E-Mail _____

Appeal Request:

I petition for an exception to the decision made for denying credits from the following Institution: (Attach all relevant documentation that would verify or support your petition): Name of Institution: _____ Reason for Appeal _____ Note: supporting documents are not returned:
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Decision: (Allow 10 – 15 business days for evaluation)

Faculty Recommendation: <input type="checkbox"/> Approved <input type="checkbox"/> Denied	Date: _____
Faculty Signature _____	
Academic Dean Recommendation: <input type="checkbox"/> Approved <input type="checkbox"/> Denied	Date: _____
Academic Dean Signature _____	
Comments: _____	

Submit form via e-mail to: Registrar@anokatech.edu or fax to 763-576-4756 or mail to: Office of Records & Registration, Anoka Technical College, 1355 West Highway 10, Anoka, MN 55303

For Office Use ONLY:

Routing Process:

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|---|-------------|
| 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: _____ |