

**Minnesota State Colleges and Universities
System Level Transfer Appeal**

Directions for the student:

Please refer to the Minnesota State Colleges and Universities [System Level Transfer Appeal Process](#)

Have you appealed through all levels at your college or university? Yes ____ No ____

If you answered “no,” you will need to continue the appeal process at your college or university.

If you answered “yes,” please provide the following information and documentation:

Student Name

Student Street Address

City

State

Zip

Telephone #

Email Address

Cell Phone #

Work/Alternate Phone #

College or University (institution where transfer appeal was denied)

- 1) Please describe in detail the issue you are appealing—what transfer decision do you seek:

- 2) Explain the rationale for your appeal—explain why you believe the transfer decision should be granted:

- 3) Provide copies of all relevant college or university appeals and decisions including the rationale for the college or university decision.
- 4) Provide copies of all relevant transcripts.
- 5) Provide copies of course outlines including course description and student learning outcomes and/or any other relevant documentation.
- 6) The support of the chief academic officer at the sending college or university (where the student earned the course credits for which he/she is seeking an appeal) is only required if the appeal is for courses completed at a Minnesota State College or University. A signature from a chief academic officer for courses completed outside of the Minnesota State Colleges and Universities is not required. Please have the Chief Academic Officer provide their signature below.

Student Signature

Date

Signature of Chief Academic Officer (from sending college or university)

Date

Print Chief Academic Officer Name and College or University

The Transfer & Degree Audit staff will contact the appropriate individuals at the college or university to obtain information related to your appeal. Once all information has been obtained from all parties, it will be reviewed by the System Office Transfer staff. The System Office Transfer staff will submit a recommendation to the Vice Chancellor of Academic and Student Affairs who shall make a final determination regarding disposition of the appeal. The final determination will be provided to the student and the college/university in written format within a reasonable time.

Send System Level Appeal Form and all supporting documentation to:

Marta Mohr marta.mohr@minnstate.edu

Interim System Director for Transfer and Degree Audit Support

Minnesota State Colleges and Universities

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