

TRANSFER CREDIT RE-EVALUATION APPEAL

The Registrar's Office provides credit evaluations of coursework based on official transcripts from all institutions attended prior to enrollment at North Central Missouri College. College policy governs these evaluations, but students have the right to request that prior coursework be reviewed for potential credit beyond what is received in the initial evaluation. Students may use this form to request a re-evaluation of any transfer credit from the appropriate NCMC academic department. This form may be duplicated for multiple requests.

Name: _____ Date: _____

Student ID: _____ Pirate email: _____

INSTRUCTIONS FOR STUDENTS:

You are responsible for attaching catalog course descriptions and syllabi to this form supporting your appeal. Incomplete appeal forms will not be considered. Submit completed forms to the Registrar's Office.

TRANSFER INSTITUTION: _____

TRANSFER COURSE NUMBER, TITLE, CREDIT: _____

REQUESTED NCMC EQUIVALENT COURSE NUMBER, TITLE & CREDIT _____

NOTE: INCOMPLETE OR ILLEGIBLE FORMS WILL NOT BE PROCESSED. Re-evaluation of coursework will be completed within 4 weeks of receipt in the Registrar's Office.

INSTRUCTIONS FOR ACADEMIC DEPARTMENTS:

To provide fairness and equal treatment to students, re-evaluation of coursework applies globally to ALL future transfer of credit, unless specifically requested otherwise as detailed below. Re-evaluations must be approved by a department chair or designated department representative.

- This course is equivalent to the following NCMC course _____.
- This course should count as a major requirement in my department.
- This course should count as a major elective in my department.
- This course should not count as a course for my department.
- This course is approved exclusively for the student listed above and is not to be applied globally.*

Name: _____ Title: _____

Approving NCMC Department: _____

Signature: _____ Date: _____

*NOTE FOR FACULTY: This credit will be given in place of the student's current award of credit. If you do not wish to make a global change for this course, the approval must be accompanied by a substitution form signed by the Dean of Instruction.

FACULTY: RETURN SIGNED FORM TO THE REGISTRAR'S OFFICE, ALEXANDER STUDENT CENTER.
FORMS WILL NOT BE ACCEPTED DIRECTLY FROM STUDENTS.

North Central Missouri College's consumer information is available for your review at <http://www.ncmissouri.edu/consumerinfo/>. Paper copies of consumer information are available upon request to the Dean of Student Affairs at (660) 359-3948.