

## TRANSFER CREDIT APPEAL

Completing this form is the first step in the formal process for Transfer Credit Appeal as per College of the Rockies Policy 2.5.7 Transfer Credit Appeal.

The completed form with all supporting documentation must be submitted to the Articulation Officer within 10 working days of the date when the initial response to the student's Transfer Credit Application was given. Please refer to the procedures for policy 2.5.7 Transfer Credit Appeal.

Last Name	First Name	Student Number	
Apt	Street	City/Province	Postal Code
Personal Phone Number	Business/Secondary Phone Number (if available)	Email	
Program/Course:	What was the date of original transfer credit decision? (Please attach copy of the decision):		
Primary reason for appeal (choose one) <input type="checkbox"/> Additional relevant information needs consideration. <input type="checkbox"/> Policies and procedures relating to the assignment of transfer credit were not followed. <input type="checkbox"/> Even if policies and procedures were followed, the resulting decision is unfair or unreasonable under the circumstances.			
<i>As briefly and clearly as possible describe the reasons you think the transfer credit decision should be reconsidered. Attach any supporting documents including those submitted for the original transfer credit request.</i>			
Declaration: To the best of my knowledge, the information I am submitting in support of my appeal is truthful and complete.			
Signature of Student:		Date:	

FOR DEAN OF ARTICULATION OFFICE USE ONLY		
Date form received by Articulation Officer:	Results of conversation between student and Articulation Officer	Results of conversation <input type="checkbox"/> Student did not move forward with appeal. <input type="checkbox"/> Student continued to appeal transfer credit decision.  Date:
Date Committee formed:	Members of committee:	
Date of Decision:	Summary of outcome:	Results of Appeals Committee decision:  <input type="checkbox"/> Approved by awarding of additional credit <input type="checkbox"/> Modified the transfer credit <input type="checkbox"/> Not Approved (transfer credit remains the same)
Letter of decision sent to <input type="checkbox"/> student and copied to: <input type="checkbox"/> Articulation Officer <input type="checkbox"/> Office of the Registrar <input type="checkbox"/> Student file		
Signature of Dean of Articulation:		

*The information on this form is collected by the College of the Rockies under section 26(c)(d) of the BC Freedom of Information and Protection of Privacy Act and will be used only for the purposes related to policy 2.5.7 Transfer Credit Appeal. Should students have any questions about the collection of this personal information please contact the College's Privacy Officer at [privacyofficer@cotr.bc.ca](mailto:privacyofficer@cotr.bc.ca), 250-489-2751, The College of the Rockies, P.O. Box 8500, Cranbrook, BC V1C5L7.*