

## Transfer Credit Appeal Process

Students who wish to appeal the transferability of course work must write a letter within the first semester after the work is posted on the University of Colorado Boulder record or after receiving notice from the Office of Admissions that the course work was not accepted for transfer credit. The letter must be addressed to the Transfer Credit Department, Office of Admissions and include:

- The name(s) of the previous institution(s) attended, the course number and title of each course for which the student was denied transfer credit, and the date(s) of enrollment in each course.
- A copy of the catalog description (from the appropriate year) for each course in question.
- A copy of the syllabus or course outline (from the appropriate year) for each course in question. This information can be obtained from the sending institution.
- A statement indicating why the credit(s) should be accepted.

The Office Admissions will re-evaluate the course(s) for which the student is requesting reconsideration in consultation with the appropriate dean or department chair. A written response will be delivered to the student in a timely manner once the appropriate faculties have reviewed the course materials, past practices, and the student's specific circumstances.