

3.39.2 Transfer Appeal Procedure

Part 1. Purpose

To establish equitable practices for students seeking the applicability of transfer credits and appealing transfer decisions.

Part 2. Definitions

Transfer. The evaluation of course(s) and credit(s) awarded by a college, university, or other education provider and the application of them toward academic program and/or degree requirements at a college or university.

Transfer appeal. A written request submitted by a student for review of decisions made on how courses or credits were or were not accepted for transfer to meet program/major requirements or electives.

Part 3. Transfer Review

Students not satisfied with Central Lakes College's transfer decisions may request an additional review.

1. Students submit a transfer review within Student [E-Services](#). Students may be required to include additional information to support their review, including, but not limited to, a course syllabus, course lab information, course outline, and course description.
2. The Transfer Specialist forwards the review request and documentation to the appropriate academic department for review. Students will receive a response within two weeks if the appeal is submitted during the academic year and when school is in session. Response times may be longer during breaks and the summer.
3. Students will receive the transfer review decision in writing within their student [E-Services](#).
4. Students whose transfer reviews were denied may request a transfer appeal.

Part 4. Transfer Appeal

Students not satisfied with Central Lakes College's transfer review decision may submit a transfer appeal.

1. Students submit a transfer appeal in Student [E-Services](#). Students may submit additional documentation, such as transcripts, course syllabi, course outlines, and course descriptions.
2. The Central Lakes College Vice President of Academic Affairs or designee will review the appeal, and the student will receive a response within two weeks if the appeal is submitted

during the academic year and when school is in session. Response times may be longer during breaks and the summer.

3. Students will receive the transfer appeal decision in writing within their student [E-Services](#).
4. Students whose transfer appeals were denied at the college level may request a Minnesota State System-level appeal.

Part 5. System-level Appeal

Students not satisfied with the college-level transfer appeal decision may submit a transfer appeal to the Minnesota State senior vice chancellor for academic and student affairs. A student shall exhaust all steps in the college's transfer appeal process before appealing at the system level.

1. Students submit a system-level transfer appeal in Student [E-Services](#). Students may submit additional documentation, such as transcripts, course syllabi, course outlines, and course descriptions.
2. The Minnesota State system office transfer staff review the appeal based on course descriptions, course outlines, learning outcomes, and/or other relevant information. The transfer staff submits a recommendation to the Senior Vice Chancellor for Academic and Student Affairs. The senior vice chancellor for academic and student affairs shall make a final determination regarding the disposition of the transfer appeal.
3. Students will receive the system-level transfer appeal decision in writing within their student [E-Services](#).
4. The decision of the senior vice chancellor is binding on all parties to the college and university.

For additional information, see Minnesota State System [Procedure 3.21.1 Part 9](#) Transfer of Undergraduate Courses, Credit, Associate Degrees, and the Minnesota Transfer Curriculum.

Date of Implementation: 3/31/2021

Date of last review: 7/31/2025