# TRANSFER CREDIT EQUIVALENCY REQUEST

**INFORMATION AND PROCEDURES:** *(Complete one form for each requested equivalent course.)*

Some transfer courses may need to be reviewed by the respective academic department before equivalency can be awarded. To have a course evaluated for equivalency to a specific RCTC course, submit this completed request along with the necessary supporting documentation listed below to the Admissions Office.

- ❑ Complete <u>one sheet for each requested equivalent course</u>.

- ❑ Submit a minimum of a <u>course description and course syllabus</u> – Need detailed course syllabus from class taken NOT common course outline

- ❑ Students are responsible for providing RCTC supplemental information and/or documentation related to the evaluation of a course(s) transferring from other institutions.

   Students will be notified of the results of this course review via e-mail within approximately three weeks of submitting the request. Final decisions may be appealed to the Academic Standards Committee by completing an Academic Petition Form - https://www.rctc.edu/admissions/admissions-resources/student-forms . Per Minn State Procedure 3.21.1, the college's decision may be appealed through the Senior Vice Chancellor of Academic and Student Affairs. See http://www.minnstate.edu/admissions/transfer.html

## Please print clearly in ink.

Date: _____

Name: _____     Student ID: _____
          *Last*                          *First*                          *Middle*

**I have attached the following supporting documentation: (Check all that apply.)**
*(Course Description & Course Syllabus are required –*
*Need detailed course syllabus from actual class taken NOT common course outline)*

☐ Course Description   ☐ Course Syllabus   ☐ Textbook Information   ☐ Reading List   ☐ Student Statement/Rationale

**I believe the following course(s) to be equivalent to the RCTC course(s) listed: (Complete one sheet per course)**

Please consider the course(s) listed below from: _____
*(College/Institution)*

Date(s) course was taken: _____

| Course Subject & Course # (ex. ABC 123) | Course Title | Credits | RCTC Course (ex. ENGL 1117) |
|---|---|---|---|
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ROCHESTER COMMUNITY AND TECHNICAL COLLEGE

MINNESOTA STATE

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*A member of the Minnesota State system and an Affirmative Action/Equal Opportunity College.*
*RCTC provides accessible, affordable, quality learning opportunities to serve a diverse and growing community.*

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