Student ID Number:



STUDENT TRANSFER CREDIT PETITION

INSTRUCTIONS

- 1. Have OFFICIAL copies of all transcripts from colleges previously attended sent directly to DCTC. A copy of that official transcript MUST accompany this petition. (You may obtain a copy of the official transcript from Student Services.)
- 2. Attach DARS Report
- 3. Discuss transfer credit possibilities with advisor. Complete petition and obtain advisor signature.
- 4. Submit completed transfer petition and copies of official transcripts to Registrar.

Student Name:

- 5. Notification should be received within 30 days. Only those credits that are applicable to a student's chosen program will be accepted in transfer. (Transfer credits do not affect the cumulative grade point average.)
- 6. A student may appeal the transfer decision at the college level by appealing to the registrar of the college.
- 7. If not satisfied by the college level appeal, the student may appeal at the system level to the Senior Vice Chancellor of Academic and Student Affairs. The decision of the Senior Vice Chancellor shall be binding on all system college and university parties.

	COLLEGE (C#)			TV	STATE	DATES ATTENDED	
				CITY			
1.						to	
2.						to	
3.						to	
	Transfe	er Course Information			DCTC Cours	e Equivalent	
C#	Dept/Number	Course Title	Credits*	Dept/Number	Course Title Cre		Credits
	ers or Semesters						
Faculty: Da		Date: _	Registrar:		Date:		
	Tra	ansfer Credit Recomm	endation - Fo	or Registrar's	Office Use (ONLY	