



## 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.
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.

Student Name: \_\_\_\_\_ Star ID Number: \_\_\_\_\_

**\*\*\* A COPY OF THE OFFICIAL TRANSCRIPT FROM EACH PREVIOUS COLLEGE  
MUST ACCOMPANY THIS PETITION \*\*\***

COLLEGE (C#)	CITY	STATE	DATES ATTENDED
1.			to
2.			to
3.			to

Transfer Course Information				DCTC Course Equivalent		
C#	Dept/Number	Course Title	Credits*	Dept/Number	Course Title	Credits

\*Quarters or Semesters

Faculty: \_\_\_\_\_ Date: \_\_\_\_\_ Registrar: \_\_\_\_\_ Date: \_\_\_\_\_

Comments or additional information