

# Transfer Course Petition Instructions

We use the criteria described in the [Transfer Course Petition Guide](#) when reviewing all coursework for transfer credit approval and for Liberal Education and Writing Intensive requirements. If you have reviewed your TRAC (Transfer Record of Articulated Courses) or APAS (Academic Progress Audit System) report and believe there are courses that have been incorrectly evaluated based on the criteria described in the *Guide*, you are welcome to petition for re-evaluation. Please follow the instructions below:

## 1. Complete the Transfer Credit Petition Form

if you are petitioning courses transferred from domestic or international colleges and universities; courses taken at University of Minnesota Duluth, Morris, Crookston, or Rochester campuses; or study abroad courses (transfer courses). Do not use this form for major requirements.

**Please Note:** *If you are petitioning a UMTC course to meet Liberal Education core or theme requirements* contact Katie Russell with the Office of Undergraduate Education at 612-624-6040 or russellk@umn.edu.

*If you are petitioning a UMTC course to meet Writing Intensive requirements* contact Rachel Rodrigue with the Office of Undergraduate Education, at 612-624-1328 or webe0354@umn.edu

*If you are petitioning a course to meet a major requirement,* contact your major adviser for assistance.

## 2. Submit appropriate supplementary materials for each course

with your petition form. Supplementary materials include a complete syllabus (with detailed course content and requirements). Other materials may include course notes, formal research papers or essays, and exams. *Do not submit textbooks unless requested* (although you may photocopy and submit relevant sections if necessary). Unless you specify, materials will not be returned.

## 3. Deliver petition forms and materials to:

Transfer Specialist, Office of Admissions  
University of Minnesota  
240 Williamson Hall  
231 Pillsbury Drive SE  
Minneapolis, MN 55455-0213

Or by email to [admissions@umn.edu](mailto:admissions@umn.edu)

**4. Petition decisions** may generally be expected in 2–3 weeks (somewhat longer during busy periods). You will be notified of the petition decision by your UMN e-mail. If you have questions or concerns about the petition processing time or decision you may contact the Office of Admissions directly at [trfr-le@umn.edu](mailto:trfr-le@umn.edu).