



# 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, or Crookston campuses; or study abroad courses.

**Note:** All petitions for University of Minnesota Twin Cities courses must be reviewed by the UMTC Council on Liberal Education. Contact Laurel Carroll for more information (phone: 612-624-1320; e-mail: l-carr@umn.edu).

## 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).

## 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

**4. Petition decisions** may generally be expected in 2–3 weeks (somewhat longer during busy periods). Religion courses may take 4 weeks or more. You will be notified of the petition decision by mail or e-mail. If you have questions or concerns about the petition processing time or decision you may contact the appropriate evaluator directly:

Writing Intensive and Liberal Education petitions  
Maggie Gardner  
612-625-4303  
m-gard@umn.edu

Transfer credit, military credit, or religious studies petitions  
Carol Cline  
612-625-9886  
c-clin@umn.edu

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**Please note** that you are responsible for picking up any supplementary material that cannot be returned by mail (large or multiple notebooks, cassettes, videotapes, etc.). Materials not mailed to you will be available for pickup at the front desk in 240 Williamson Hall for 90 days from the date you are notified of the petition decision. Materials left longer than 90 days may be discarded.