

# Transfer Course Petition Instructions

We use the criteria described in the [Transfer Course Petition Guide](#) when reviewing all coursework for Liberal Education, and First Year Writing and Writing Intensive requirements. If you have reviewed your 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 transfer courses for the First Year Writing, Writing Intensive or Liberal Education core and theme requirements. This form can be used for courses transferring from both domestic and international colleges and universities, University of Minnesota Crookston, Duluth, Morris and Rochester system campuses and for study abroad courses taken for transfer credit.

**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

**Use the online Transfer Course Equivalency Request form** available here: [admissions.tc.umn.edu/transfer/evaluation.html](https://admissions.tc.umn.edu/transfer/evaluation.html) (Submit a Course for Review) if you are petitioning a course for any of the following: major or minor requirements; the bachelor of arts 2nd language requirement; or transfer approval for courses that did not transfer in the initial transfer credit evaluation.

**2. Submit a course syllabus** with your petition form. You may submit other documentation to support your petition such as copies of research papers, essays, course notes, exams, or relevant sections of course texts.

## 3. Submit petition forms and supporting documents:

by email to [admissions@umn.edu](mailto:admissions@umn.edu); or  
by mail or in person to:

Transfer Specialist  
Office of Admissions  
University of Minnesota Twin Cities  
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). 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 [admissions@umn.edu](mailto:admissions@umn.edu).