TRANSFER WORKSHEET

The Transfer Worksheet below indicates what credits are acceptable towards your chosen major. The decision was based on available information and documentation.   If you feel there have been any errors in our assessment or interpretation please contact your campus administrator. There is always that possibility that more credits are acceptable. Our major purpose is not to penalize students, but the college wants to be sure that all students profit from their educational experience at Minnesota West.

Once again review this information carefully. If the college does not hear from you we will assume you agree with the transfer decision. Please stop by your campus administrator's office if you have questions or need assistance.

STUDENT NAME: _____ ID NO: _____ MAJOR: _____

[ ] Certificate [ ] Diploma [ ] AAS Degree

STUDENT ADDRESS: _____ ENROLL: [ ] FALL [ ] SPRING [ ] SUMMER TERM: _____

GRANTING INSTITUTION: _____

(An official transcript must be on file before transfers can be processed)   **Program Requirement Met**

COURSE ID	COURSE TITLE	CREDIT	YEAR/TERM	COURSE ID	CREDIT	TYPE

Total: _____   **Total:** _____

** Use the following code to indicate the classification of the credits replaced.
   RC=Required Technical Course   GE=General Education
   EL= Technical Elective

NOTE: Responsibility for possessing and retaining the content knowledge and skills required by the program requirements listed above for which transfer is granted rests with student applicant.

Advisor Signature: _____ Date**:** _____

Campus Dean Signature: _____ **Date:** _____

Form is available should the above named student choose to appeal the transfer evaluation. See Registration Secretary or Campus Dean.
(Continuation of Transfer Worksheet on back)

(An official transcript must be on file before transfers can be processed)   **Program Requirement Met**

COURSE ID	COURSE TITLE	CREDIT	YEAR/TERM	COURSE ID	CREDIT	TYPE

Total: _____   Total: _____