



REQUEST FOR TRANSFER COURSE EQUIVALENCY RE-EVALUATION

MUSKEGON COMMUNITY COLLEGE – OFFICE OF THE REGISTRAR

Student & Course Information

Student Name _____ MCC Student ID # _____ Date _____

Transfer Institution _____ Student Signature _____

Transfer Course and Title from Original School <i>(example - BIOL 234 Outdoor Science)</i>	Course equivalency currently listed on your Transfer Equivalency Report? <i>(enter "NONE" if no credit granted)</i>	Transfer credits QTR or SEM? <i>(Quarter or Semester)</i>	List the re-evaluation you are requesting: Course # and Title or General Ed category <i>(for example, PHIL-204 Biomedical Ethics)</i>	Number of MCC Credits

Re-Evaluation Guidelines & Instructions

- o Include a copy of course descriptions and course syllabi, which includes course objectives and outcomes *for the year the course was taken.*
- o Return this form, course description, and syllabus to the Registrar’s Office, either by email to OfficeoftheRegistrar@muskegoncc.edu or by fax to (231) 777-0209. If emailing, you must send this information from your MCC email account.
- o Complete one request form for each academic department.
- o Only courses from a regionally accredited institution with a grade of “C” or higher will be considered for granting transfer credit.
- o An official transcript must be on file with the Registrar’s Office before a re-evaluation will be considered.
- o Incomplete re-evaluation forms and lack of documentation will not be considered for re-evaluation.
- o Results of your appeal are final and are based on the documentation you submit. Final results will be emailed to your MCC email account within four weeks.
- o Approval of the Records Technician Specialist or Registrar is required to start the re-evaluation process. The Registrar’s Office will send this form to the Department Chair.

Records Technician Specialist or Registrar - Signature Required Date

To be Completed by Department Chair

To provide fairness and equal treatment to students, re-evaluation of coursework applies globally to ALL future transfer of credit unless specifically requested and signed by the VP for Academic Affairs.

Accepted: The transfer course listed above is equivalent to the Muskegon Community College Course above (change will be made in Colleague, and all future students will receive this equivalency).

Accepted for This Student Only: The change noted is to be made for this student only and not applied globally (Department Chair & VP for Academic Affairs signatures are required below).

Denied: The re-evaluation requested is not equivalent (please attach a statement indicating the reason to be shared with the student).

Department Chair - Signature Required Date

VP for Academic Affairs – Signature Date