



APPEAL FOR RE-EVALUATION OF ARTS AND SCIENCES CREDITS FROM PRIOR COLLEGES

STEP 1 - Please read the following guidelines before submitting this appeal:

- An official transcript from the institution where the course was taken must be on file in the CNM Records Office for re-evaluation.
- Only credit for Arts and Science courses earned at regionally accredited postsecondary institutions will be re-evaluated.
- Courses with a D grade or better, earned at public NM institutions will be considered; courses from institutions outside NM and private institutions in NM must have a grade of C or better.
- Remedial courses and upper-division courses are not generally transferable.

STEP 2 – Your appeal for re-evaluation must include the following:

- ✓ A copy of the catalog cover and a course description from the catalog and/or syllabus from the course for the year in which the course was taken. (Contact prior institution for this information)
- ✓ Submit a separate appeal form and documentation for each course re-evaluation you are requesting.

STEP 3 – Optional: You are encouraged to meet with a CNM academic advisor prior to submitting this appeal.

STEP 4 - Complete the following information: *(Please Print)*

Student Name: _____	Student ID No. _____
Address: _____ <small>(for appeal purposes only)</small>	Phone Number: _____
City/State: _____	Zip Code: _____
Major: _____	
Name of transfer institution where course was taken: _____	
Course # and name as it appears on the official transcript of the other college: _____	
CNM course for which you believe transfer credit is equivalent: _____	
Explanation for appeal: _____ _____ _____	
Signature: _____	Date _____

This appeal and attached supporting documentation may be submitted to the Main Campus Records Office or to the Admissions Office at all other CNM campuses. Appeals may be also be mailed to the CNM Records Office, 525 Buena Vista SE, Albuquerque, NM 87106. Incomplete appeals may not be considered. Please allow 1-2 weeks for processing.

The results of this appeal are final and written notification will be mailed to you. The decision will be based on the documentation submitted with your appeal.

Received By: _____ Date Received: _____
(CNM staff)