

**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 Office of Graduation & Evaluation 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:**

Student Name: _____	Student ID No. _____
Phone number: _____ <small>(for appeal purposes only)</small>	
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: _____	
Reason: _____ _____	
Signature: _____	Date: _____

This appeal and attached supporting documentation may be submitted to askgrad@cnm.edu. Incomplete appeals may not be considered. Please allow 1-2 weeks for processing.

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