UNC Common Numbering System
Transfer Credit Appeal Procedure Form

You must specify the nature of the appeal and explain how your institution was not in compliance with the UNC Common Numbering System (UNC CNS) policy or regulation.

The UNC CNS Transfer Credit Appeal Procedure applies only to UNC CNS courses. Before getting started on this form, use the Course Transfer Search tool ([https://coursetransfer.northcarolina.edu/search](https://coursetransfer.northcarolina.edu/search)) to verify that your course is a UNC CNS course. Search results with green check marks indicate CNS courses.

Visit [https://coursetransfer.northcarolina.edu/cns/student](https://coursetransfer.northcarolina.edu/cns/student) to view the UNC CNS Transfer Credit Appeal Procedure (i.e., steps for submitting this form).

This may be a time sensitive process. Check with the Office of the Registrar at the UNC System institution to which you have been admitted or currently attending for course appeal procedure deadlines. You should start the process of transferring course credit from one college or university to another early in your transfer process.

To be completed by the student submitting the form:

**Section 1: Student Information**

Last Name: _________________________________  First: _______________________ MI: _____

*(Please print or type)*

University Email Address: __________________________________________________________

*(Current university email address)*

Address: ________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

*(Number, street, city and state)*

**Section 2: Course Information**

University: __________________________________________________________
(University that evaluated your credit)

University: ____________________________________________________________

(University where the course was taken)

Course Title: ____________________________

Course Number: ____________________________

CNS Number: ____________________________

(Visit https://coursetransfer.northcarolina.edu/search to find the CNS Number)

Credit Hours Earned: _____

Year course completed: ________

Section 3: Specify the nature of the appeal and explain how your institution was not in compliance with CNS policy or regulation (https://coursetransfer.northcarolina.edu/cns/admin).

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Date:

Date: ____________________________

(Date form submitted)