

## 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>) 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> 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>).

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**Date:**

Date: \_\_\_\_\_

*(Date form submitted)*