**Denial of Transfer Credit Notification (DRAFT VERSION)**

**Date:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Student’s Legal Name:** |  | **Student ID:** |  |
| **Student’s Preferred Name:** |  | **DOB:** |  |
| **Student’s Mailing Address:** |  | **Student Email Address:** |  |
| **Receiving Institution:** |  | **Sending Institution:** |  |

This letter is to inform you that the courses listed below have not transferred to (receiving institution).

In accordance to Missouri Law RSMo 178.788: “If a Missouri public institution of higher education does not accept

course credit earned by a student at another Missouri public institution of higher education, that institution shall

give written notice to the student and the other institution that the transfer of the course credit is denied.”

A copy of this letter has also been sent to the institution from which you transferred.

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| --- | --- | --- | --- |
| Course Number | MoTR Course Number (if applicable) | Course Name | Reason course did not transfer |
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If you feel the courses listed above should have transferred to (receiving institution) you may appeal the denial of transfer credit following the process listed below. An appeal must be filed within 10 business days of receipt of this notification.

* Insert Institutional appeal level 1
* Insert Institutional appeal level 2
* Insert Institutional appeal level 3 (if applicable)
* If the transfer dispute is not resolved to the satisfaction of the student or the institution at which the credit was earned within forty-five days after the date the student received written notice of the denial, the institution that denies the transfer of the course credit shall notify the commissioner of higher education of its denial and the reasons for the denial. The commissioner of higher education, or his or her designee, shall make the final determination about a dispute concerning the transfer of course credit and give written notice of the determination the involved student and institution(s).

Additional courses may not have transferred to (receiving institution) due to the following reasons:

* Outside of institutional mission
* Remedial credits
* Graduate course work

Such courses are not required to be listed above.

The point of contact at (receiving institution) is the Transfer and Articulation Officer. For a listing of Transfer and Articulation Officers, please visit <https://dhe.mo.gov/cota/taoofficers.php>.