

**TRANSFER DISPUTE RESOLUTION FORM
TEXAS HIGHER EDUCATION COORDINATING BOARD**

This form is to be completed in accordance with the rules and guidelines of the Texas Higher Education Coordinating Board in regard to transfer disputes (Chapter 5, Subchapter A, Section 5.4, Paragraph 6). Definitions, instructions, and examples of "Problems vs. Dispute" are contained in the instructions to *Courses: Transfer Curricula and Resolution of Transfer for Lower-Division Courses*:

This form shall be initiated at the institution which disputed credit was earned (the sending institution). With regard to time frames, all references to "days" are to calendar days unless otherwise noted.

Sending Institution:

Institution: _____
Address: _____
Chief Academic Officer (CAO): _____
Telephone #: _____ Fax #: _____
Date of Denial Notification: _____
Course(s) Denied: _____
Challenge of the Denial: *(use additional pages if needed)* _____

Student whose Credit is Denied:

Name: _____
I.D. #: _____ Telephone #: _____
Address: _____
Major: _____ Level/Classification: _____

Receiving Institution:

Institution: _____
Address: _____
Chief Academic Officer (CAO): _____
Telephone #: _____ Fax #: _____
CAO Signature: _____
Sending Institution: _____
Date: _____

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Dispute Not Resolved:

Course(s) Denied: _____

Reason: _____

CAO Signature: _____
Denying Credit: _____

Date: _____

Dispute Resolved:

Resolution: _____

CAO Signatures: _____

Institution Denied: _____

Institution Denying: _____

Date: _____

Disputes Not Resolved:

Commissioner's Resolution: _____

Commissioner's Signature: _____ Date: _____

Copies:

Student

CAO Institution whose credit was denied

CAO Institution denying credit

Commissioner of Higher Education

Please submit to:

Commissioner of Higher Education

Texas Higher Education Coordinating Board

P.O. Box 12788

Austin, Texas 78711