



# NEW MEXICO HIGHLANDS UNIVERSITY®

## Transfer of Credit Complaint Form

Policy: New Mexico Highlands University accepts academic credits for transfer from regionally accredited or institutions who are candidates for regional accreditation. All coursework with an acceptable grade (C or better) and are appropriate toward the student's degree will be accepted. For specific information, please refer to the current university catalog.

**Complaint procedure:** Any student that feels that appropriate coursework was not accepted and has already met with the Registrar for discussion, may complete this form to file an official complaint.

Student Name: \_\_\_\_\_ NMHU Student ID#: @\_\_\_\_\_

Address  
\_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Daytime phone number \_\_\_\_\_ email address \_\_\_\_\_

Courses Not Accepted	College/University where credit was earned
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**Return to Office of the Registrar  
Felix Martinez Building, Room 120  
Las Vegas, NM 87701  
phone: 505.454.3455 fax: 505.454.3552**

<p><b>Office Use Only:</b></p> <p>Date request received: _____</p> <p>Review date: _____</p> <p>Reviewed by: _____</p> <p>Response to complaint: _____</p> <p>_____</p> <p>_____</p> <p>_____</p>
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