The purpose of the Request for Transfer Credit Review is for possible re-evaluation and identification of transfer credits earned.

Steps to Follow:

**Departmental Requirements:**
- a. Print form and fill out in its entirety by advisor and/or department head.
- b. Original signature from the department head is required for approval of request to be processed.
- c. Hand-deliver form to Student Records in Advising Center, Breland Hall Room 152

**General Education Core Requirements:**
- a. Print form and fill out in its entirety by advisor and/or department head.
- b. Hand-deliver form to Student Records in Advising Center, Breland Hall Room 152
- c. Assigned Record Specialist will review for Dean’s approval and final processing.

**Assigned Record Specialist for Processing Form Based on Last 2 digits of Student’s Banner ID:**
- 00 - 33  Terri-Lyn Mick  terrilyn@nmsu.edu
- 34 – 67  Rhonda Hunt  rhhunt@nmsu.edu
- 68 – 99  Susie Crouch  scrouch@nmsu.edu
- All Digits  Hilda M. Olivas  hiolivas@nmsu.edu