

Transfer Credit Evaluation Appeal

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Instructions for student:

1. Complete Parts A and B and assemble documentation for Part C.
2. Meet with your academic advisor to complete Parts D and E.
3. Submit your completed appeal directly to your academic advisor. Advisors, please submit the materials as a scanned document to the Office of the University Registrar at tce@csuohio.edu.

Note: You will be notified of the outcome of your appeal by letter to your home address as listed in the university student database. Please ensure that all contact details (including phone and email address) are kept up-to-date in CampusNet to facilitate the notification process.

PART A: STUDENT INFORMATION

Name: _____ CSU ID#: _____

Advisor Name: _____ Advisor E-mail: _____

PART B: COURSE INFORMATION (please use a separate form for each course under appeal)

College/University where the course was taken:	Course Prefix & Number from institution taken at:	Title of Course taken:	Appears on CSU transcript as: CSU 1XX etc.

I am requesting that this course be re-evaluated as a:

- General Education Requirement (SS, AH, etc.) Specific CSU Course (CHN 101, Chinese I)

PART C: SUPPORTING DOCUMENTATION

- Typed statement from the student detailing the rationale of the requested change (required)
- Copies of the course description from the catalog of the college/university where the course was originally taken. The class syllabus should also be submitted if available. All information provided from the internet must also include the URL (required)
- Letter of support from the appropriate CSU academic department (required if students are seeking that a transfer course be given a direct equivalency to a CSU course)

PART D: ADVISOR SIGNATURE

You must meet with an academic advisor to discuss your appeal and review your documentation.

Advisor signature: _____ Date: _____

PART E: STUDENT SIGNATURE

With my signature, I hereby authorize the TCE Appeals Committee to review any pertinent academic records.

Student signature: _____ Date: _____