



# Cleveland State University

## Transfer Credit Evaluation Appeal

Please Note: Form must be filled out electronically

### 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](mailto: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: \_\_\_\_\_