



Transfer Credit Evaluation Appeal

To be used when results of a transcript evaluation are challenged/questioned and a re-evaluation is requested.

Instructions for student:

1. Complete Parts A and B and assemble documentation for Part C
2. Meet with your counselor/Program Manager to complete Parts D and E
3. Submit your appeal: by mail to TCE Appeals Committee , Office of Transfer and Alternative Credit, Western Campus WSS G270, 11000 Pleasant Valley Road, Parma, Ohio 44130-5199

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

Part A: Student Information

Name:	Tri-C ID:
Address:	Tri-C Email/Daytime Phone

Part B: Courses being Appealed (Use separate sheet if necessary)

	Course Code	Course Title	College/University Transferred from
1.			
2.			
3.			
4.			
5.			

Part C: Supporting Documentation (Must be supplied by the Student)

_____	Typed statement from student detailing basis for the petition (required)
_____	Copies of course descriptions from college/university catalog where course was originally taken. Class syllabus may also be submitted. All information provided from the internet must also include the URL (required)
_____	Letter of support from Tri-C department or college (optional)

Part D: Counselor/Program Manager Signature

The student has met with a counselor to discuss the appeal process. (Only one signature required.)	
Counselor/Program Manager 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:_____

Office Use Only: Date Received: _____	Signature: _____
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