



Transfer Credit Appeal Form

Student Services



Date: _____

Student ID: _____

Name: _____

Email Address: _____

Phone #: _____

Major: _____

Transfer College	Course #	Course Title	Term	CSCC Equivalent Course

You may file a transfer credit appeal when you feel that the Clark State Community College transfer credit policy was incorrectly applied to your evaluation. Please attach all documentation that supports your appeal, such as course description and/or course syllabi.

Please do not file an appeal if there was a data-entry error. If there was a data entry error, please contact the Transfer Evaluation Specialist at 937.328.7959.

Please do not file an appeal if you were awarded a general or technical elective equivalent instead of a direct equivalent. In this case, please contact your academic advisor.

PLEASE RETURN COMPLETED FORM AND APPROPRIATE SUPPORTING DOCUMENTATION TO:

**Clark State Community College
Attn: Records and Registration
570 East Leffel Lane
Springfield, OH 45505**