



Transfer Credit Appeal Form

Return the completed form and supporting documentation to Records and Registration in TLC 114D or mail to Clark State College, Attn: Records and Registration, 570 E. Leffel Lane, Springfield, OH 45505.

Date: _____
Student ID: _____
Name: _____
Email Address: _____
Phone #: _____
Major: _____

Transfer College	Course #	Course Title	Term	CSCC Equivalent Course

You may file a transfer credit appeal if you feel that the Clark State College transfer credit policy/procedure as stated in the Credit Hour System Policy/Procedure 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 Coordinator of Student Records 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.