

Owens Community College

CREDIT BY TRANSFER APPEAL PROCESS

In the event that a student wishes to appeal a course transfer decision rendered by the Office of the Registrar at Owens Community College the student should follow the process contained herein:

1. Review all transfer credit awarded by Owens Community College via the student OZONE account (see Academic Transcript).
2. Complete the on-line Course Transfer Credit Appeal form.
3. Submit the completed Transfer Credit Appeal form to the Office of the Registrar. Please attach a copy of course syllabus for each course being appealed to the appeal form and print an additional copy for your own record.

The Office of the Registrar will re-evaluate the course(s) for which the student is requesting reconsideration in consultation with the appropriate Dean or Chair. Once the re-evaluation is complete, the decision will be sent to the student's OZONE e-mail account within 14 business days of receipt of the appeal form, excluding holidays and college closure.



TRANSFER CREDIT APPEAL FORM

PLEASE PRINT

Student's Name: _____

OCID/SSN: _____

Date: _____

Name of the college from which you are requesting re-evaluation of transfer credit*

TRANSFER COURSE INFORMATION		
_____	_____	_____
Course Subject & Number	Grade Received	Year & Term Taken
Rationale for Appeal		
<input type="checkbox"/> Approved – Owens Course Awarded _____ <input type="checkbox"/> Not Approved		
Chair Signature: _____		
_____	_____	_____
Course Subject & Number	Grade Received	Year & Term Taken
Rationale for Appeal		
<input type="checkbox"/> Approved – Owens Course Awarded _____ <input type="checkbox"/> Not Approved		
Chair Signature: _____		

* Please complete one form for **each college** from which you are requesting re-evaluation of transfer credit. Send the completed form to the Records Office and include a copy of the course syllabus for each course for which you are requesting re-evaluation. Only courses with **course syllabus** will be re-evaluated.

Owens Community College – Records Office
P.O. Box 10,000
Toledo, OH 43699
Email: transfer@owens.edu