

Owens Community College

Transfer Credit Appeal Process

In the event that a student wishes to appeal a course transfer decision rendered by the Records Office at Owens Community College, the student should follow the process below:

1. Review all transfer credit awarded by Owens Community College via the student Ozone account (see View Transcript under the Academic Info tab).
2. Complete the Transfer Credit Appeal form.
3. Submit the completed Transfer Credit Appeal form to the Records Office. A copy of the course syllabus must be attached to the appeal form for each course being appealed. Please print an additional copy for your own records.

The Records Office 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 Owens e-mail account within 14 business days of receipt of the appeal form, excluding holidays and college closure.



OWENS
COMMUNITY COLLEGE

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

Course Subject & Number

Grade Received

Year & Term Taken

Rationale for Appeal

* 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
Fax: (567) 661-2101

- Approved
- Not Approved

Chair Signature: _____

Date Processed: _____