

# 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**

Student's Name:

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Date:

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Student's OCID or SSN:

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

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<b>Transfer College Course Subject and Number</b>	<b>Grade Received</b>	<b>Year &amp; Term Taken</b>	<b>Rationale for Appeal</b>

\* Please complete one form for **each college** from which you are requesting re-evaluation of transfer credit. Mail the completed form to the Office of the Registrar and include a copy of the course syllabus for each course for which you are requesting re-evaluation.

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