



# Cleveland State University

## Transfer Credit Evaluation Appeal

### Instructions for student:

1. Complete Parts A and B and assemble documentation for Part C
2. Meet with your academic advisor to complete Parts D and E
3. Submit your appeal: by mail to **TCE Appeals Committee, Office of the University Registrar, Cleveland State University, 1621 Euclid Ave KB 1414, Cleveland, OH 44115**; or in person at **Campus411, room MC 116**.

**Note:** You will be notified of the outcome of your appeal by letter to your home address as listed in the university student database. Please ensure that **all** contact details (including phone and email address) are kept up-to-date in **CampusNet** to facilitate the notification process.

### PART A: STUDENT INFORMATION

Name:	CSU ID:
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### PART B: COURSES BEING APPEALED (use separate sheet if necessary)

	Course Code	Course Title	College / University
1.			
2.			
3.			
4.			
5.			

### PART C: SUPPORTING DOCUMENTATION

___	Typed statement from student detailing basis for the petition <b>(required)</b>
___	Copies of course descriptions from college/university catalog where course was originally taken. Class syllabus may also be submitted. All information provided from the internet must also include the URL <b>(required)</b>
___	Letter of support from CSU department or college <b>(optional)</b>

### PART D: ADVISOR SIGNATURE

You must meet with an academic advisor to discuss your appeal and review your documentation	
Advisor signature: _____	Date: _____

### PART E: STUDENT SIGNATURE

With my signature, I hereby authorize the TCE Appeals Committee to review any pertinent academic records.	
Student signature: _____	Date: _____

Office Use Only: Date Received: _____	Signature: _____	Form revised 9/28/07
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