

Appeal of Transcript Evaluation

1. Student may request an appeal of transfer credit after an initial evaluation of transfer credit has been completed.
2. Student must complete and submit an Appeal of Transcript Evaluation form in the Admissions Office, Room 1502 or via their student CCC email account to mxregistrar@ccc.edu.
3. Student must attach copies of supporting documentation:
 - Transcript from College/University attended
 - Course Description, Course Syllabus and/or Course Outline
4. Notification of student completed Appeal will be sent via email to the student CCC student email account.
5. Allow approximately 2 weeks during non-peak periods. Non-peak periods are defined as non-open registration periods, peak periods are as follows: (During these periods, please allow additional time for processing)

Fall (July-August) **Spring** (December-January) **Summer** (May-June)
6. If student, is not satisfied with his/her appeal. Student may submit a second appeal to the Registrar. The Registrar level is the final level of the transfer appeal process.
7. To file a 2nd Level Appeal students must, Repeat Steps 1 – 4 and submit documents to the Admissions Office, Room 1502, Records Office, Room 1411 or via their student CCC email account to mxregistrar@ccc.edu.

APPEAL OF TRANSCRIPT EVALUATION

To submit an appeal of transcript evaluation, please:

1. Complete form for transfer course(s) you want to appeal.
2. Attach a copy of supporting documentation:
 - a. Transcript from College/University Attended
 - b. Course description, course syllabus and/or course outline
3. Submit this completed form with your supporting documentation attached to the Admissions Office, Room 1502 or via your student CCC email account to mxregistrar@ccc.edu.
4. Allow approximately 2 weeks during nonpeak periods.

Level of Appeal: 1st Appeal 2nd Appeal

Outcome of appeal: Decisions will be sent to your CCC student email. If you are not satisfied with the results of this appeal, you may appeal to the Registrar. A final transfer appeal is at the Registrar Level.

 Name (Please Print)

 Student ID #

CCC Email Address: _____

A CCC email address is required in order to send a confirmation

Program: _____

Please consider the course(s) listed below from:		_____	
		(College/University)	
Course #	Course Title	Credits	CCC-MX Equivalent

 Student Signature

 Date

For Office Use Only

Administrative Action: Approved Denied

Transcript Evaluator Signature: _____ Date: _____