Transfer Credit Appeal Form

In accordance with the Ohio Articulation and Transfer Policy (OATN), students can appeal transfer credit decisions if a student feels a course or program inaccurately transfers. The Transfer Credit Center first reviews transfer coursework for acceptability and then assigns either specific Ohio State credit, general credit or special credit. Students need to contact the appropriate academic department to have their general credit reviewed to determine if there is an Ohio State equivalent course. If a transfer credit decision is in question after reviewing the OATN Policy and either The Ohio State University Domestic Transfer Credit Policy or The Ohio State University International Transfer Credit Policy, please read the instructions below to submit an appeal form.

Appeals should not be filed for typographical errors or missing coursework. Please email the Transfer Credit Center at ESUE-TransferCreditCenter@osu.edu for typographical errors.

Appeals must be filed in writing within ninety (90) days of receipt of the Transfer Credit Report. The Transfer Credit Center will respond to the appeal within thirty (30) days of receipt of the appeal.

Basis of Appeal
Please provide a detailed rationale and reason for the appeal. Course information including course description, course syllabus, course objectives, and learning outcomes should be provided.

Student Name.#:

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Submitted By: ________________________________ Date: ________________

Please email the appeal and supporting documentation to The Ohio State University Associate Registrar at ESUE-TransferCreditCenter@osu.edu.

Registrar’s Office Use Only

Resolution: ____________________________________________

Signature: ____________________________________________