



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 that provides a course description, course syllabus, and/or course outline.
3. Submit this completed form with your supporting documentation attached via your student CCC email to your Registrar's Office.
4. Allow approximately 2 weeks for evaluation results during non-peak periods.

Outcome of appeal: Decisions will be sent to your CCC student email. The decision of the appeal is final.

_____ _____

Name (Please Print) *Student ID #*

CCC Email Address: _____

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

Program: _____ Campus: _____

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

_____ _____

Student Signature *Date*

Please e-mail this completed form to your campus Registrar's Office:

- | | |
|---|---|
| Richard J. Daley College: daregistrar@ccc.edu | Olive Harvey College: ohregistrar@ccc.edu |
| Harold Washington College: hwregistrar@ccc.edu | Truman College: trregistrar@ccc.edu |
| Kennedy King College: kkregistrar@ccc.edu | Wilbur Wright College: wrregistrar@ccc.edu |
| Malcolm X College: mxregistrar@ccc.edu | |

For Office Use Only

Administrative Action: Approved Denied

Reason for denial (if applicable): _____

Transcript Evaluator Signature: _____ Date: _____