John Jay College Campus
Transfer Credit Appeal Form

Student Name: __________________________________ Date: ____________________
Last four digits: ___________ Phone #: _______________________________
John Jay Email: __________________________________________________________
Address: __________________________________________________________________

College student is transferring from: ____________________________________________

Before student completes this Transfer Credit Appeal Form, they must meet with an Academic Advisor to review their finalized transfer credit evaluation report and request a credit adjustment with the Testing and Evaluation Office. If that request is denied, then students can complete this form to further appeal to John Jay’s Transfer Credit Evaluation Officer in the Registrar’s office. The form should be submitted to the Jay Express.

Name of college(s) where the course(s) were transferred from: ____________________
- Course(s) to be evaluated: ____________________________________________________
- Designated GE Requirement to be fulfilled by appealed course(s)
  (Required Core/Flexible Core, College Option, Major Credit, Elective, etc.):
- Intended Major and/or Minor at John Jay College: _____________________________

Along with this form please provide:
- □ A brief statement outlining the reasons for your appeal (1 page)
- □ The catalog course description and a syllabus (if available) of the course you have taken

Academic Advisor: (Print Name)______________________________________________
Advisor Signature: _____________________________ Date: ____________________

Campus Decision: _____ Approved _____ Denied
Explanation: __________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________