



Transcript Re-Evaluation Policy and Request

Chattahoochee Technical College recognizes previous postsecondary coursework from regionally or nationally accredited colleges that is applicable to a student's program of study. See catalog for additional information on transfer credit requirements.

Important Notes to Consider:

- The courses must meet the quality of standards established by Chattahoochee Technical College and should consist of essentially the same content as the courses at CTC.
- No credit is awarded for learning support/remedial courses.
- Transfer courses taken on a semester system needs to consist of (3) credit hours or more and quarter system needs to consist of (5) credit hours or more.
- Any courses that do not have identical course codes or there is a credit hour issue must be approved by the College Registrar.
- Any classes that you are disputing will need a course description attached & turned in with this appeal form (***no description attachment; no review***).
- See college catalog for additional information on:
 - Military credit
 - International Baccalaureate (IB) Credit
 - Advance Placement (AP) Credit
- College Level Examination Placement Credit (CLEP)



Transcript Re-Evaluation Request

Submit to a Student Affairs Office
Email: Records@ChattahoocheeTech.edu

Section 1: Student Information

Name: _____ Student ID Number: _____

Former Name: _____ Phone number: _____

College Email: _____@students.chattahoocheetech.edu

Date submitting form: _____

Section 2: Courses

Specific course information will be required. List each course to be reviewed separately. Students must attach a course description from the awarding institution for each course. Without this information, we aren't able to process the request.

College/University Attended	Course to Review	Chattahoochee Tech Course Equivalent	OFFICE USE

Allow two (2) weeks for this request to be processed. Students will be contacted through their Chattahoochee Tech email by a transcript evaluator when the review is complete.

Office Use Only

Completed by: _____ Date: _____ Contacted by: _____ Date: _____

Revised: 7/14/2015