New York City College of Technology/CUNY

City Tech Transfer Credit Appeals Form

Student Name: Date

Empl ID (CUNYfirst)   Phone #

Email:

Student is transferring from: CUNY College (name)

                                                     NON-CUNY College (name)

Please read carefully, to be sure you have included all required information. Fill out this form electronically and save it to your computer. Scan the required documents if at all possible. You can then save time by submitting this form and all required documents electronically to transfercreditappeal@citytech.cuny.edu or if that is not possible, the form and supporting documents can be dropped off at 805 Namm, office of the Dean of Liberal Arts and Sciences, during normal business hours.

Within two business days, you should receive confirmation via email that your appeal has been received. You should expect to receive a response to your petition within 15 business days. If you do not receive either the confirmation or the response in this time period, please contact the Transfer Appeals Officer at transfercreditappeal@citytech.cuny.edu.

- Name of college(s) where the course or courses were transferred *from*:

- Course(s) to be Evaluated:

- Credits, Requirements or Pathways area requested for this/these Courses (Pathways Core/Flexible Core, Major Credit, Elective, etc.):

- Intended Major at City Tech

Along with this form, please submit:

- a brief statement outlining the reasons for your appeal (limit to 1 page)
- a copy of your Transfer Credit Evaluation Report and Transcript
- a syllabus (if available) and catalog course description of the course you have taken