



CARR and Transfer Credit Discrepancy Resolution Request

Name Date

Student ID Phone

Major Concentration/Emphasis &/or Minor

If you have applied to graduate do not file this form. Please check the applicable box(s) and explain the discrepancy in the space provided. You may be required to provide documentation.

- 1. My CARR reflects inaccurate course placement in GE or Major/Minor area that I believe meets general education at CI.** Note: You may be required to submit a Substitution Request or Petition for Exception to the appropriate faculty member if course placement is not a processing error.

Transfer Institution: City/State:

Transfer Course				CSU Channel Islands GE or Major Area	
Subject/Number	Course Title	Term/Year Taken	Grade	Area	Area Title

- 2. CARR does not reflect my official General Education Certification.**

Transfer Institution: Date Submitted to CI:

- 3. A substitution or waiver is incorrect on my CARR.** Attach a copy of your Substitution Request or Petition for Exception. Describe the problem below:

Comments:

- 4. My CARR reflects an incorrect or missing major, second major, emphasis or minor.** Attach a copy of your approved Change of Major approval.

- 5. Other.** If you feel there is an error on your CARR, please describe it below. Attach a copy of the report with the issue annotated.

Comments:

Student's Signature Date

A decision and/or response will be communicated via Dolphin email, per the student communication policy.

Return completed request to the Enrollment Center, Sage Hall, Room 1020.

For Records Use Only:

- Original Correct Comments
- Corrected

Date received:

Processed by:

Communication to student Date: