

Credit Transfer Policy/Process

Purpose

In the interest of due process, the College provides an appeal protocol for a student who believes his/her transcript was not fully evaluated and all applicable credits were not transferred into their major.

Policy

The College provides an appeal process for a student who believes their transcript had coursework applicable to their major which was not transferred into the College. As an initiator of the process, the burden of proof is on the student to demonstrate that the coursework is applicable. It is incumbent upon the student to strictly adhere to the established transcript transfer credit appeal procedures in an attempt to resolve this issue.

Procedures

The following procedures must be completed in consecutive order. Use of the *Transfer Credit Appeal Form* is required.

1. The student must *first* attempt to resolve the transfer credit issue with the transcript evaluator. This initial contact should be via email to the evaluator.
2. If unable to resolve the matter with the transcript evaluator, the student must complete the *transfer credit appeal form*. The student will email the completed form as a Word attachment with other supporting documentation, i.e. course description, syllabi, to the Assistant Vice President of Student Affairs.
3. The Assistant Vice President of Student Affairs will go into document imaging and place a review stamp on the transcript in question. By doing this the transcript will not be able to be modified until is complete.
4. If the student is unable to resolve the matter at the Assistant Vice president level, the Assistant Vice President of Student Affairs will complete the bottom portion of the *transfer credit appeal form* and email it, as well as all supporting documentation, to the Vice President of Student Affairs.
5. The Vice President of Student Affairs will review the materials, and may seek council from staff of in the Academic Affairs and/or the Student Affairs areas to assist in the decision process.
6. Once a decision the student will be notified by the Office of the Vice President of Student Affairs. All information about the decision as well as all supporting documentation will be scanned into document imaging and attached to the student's file. In addition the "appeal" stamp will be removed from the transcript in question.



Montgomery County
Community College

TRANSCRIPT TRANSFER CREDIT APPEAL FORM

STUDENT INFORMATION

Last Name:	First Name:	Student ID:
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Telephone: ()	Email:
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STEP ONE: TRANSCRIPT EVALUATOR NOTIFICATION

Institution Name on Transcript:

Course(s):

Semester/Session:

Date of initial email contact with transcript evaluator regarding this appeal (please attach email):

Date of meeting with transcript evaluator:

Please state the reason(s) for your appeal:

Please clearly state the resolution you are seeking:

STEP TWO: Assistant Vice President of Student Affairs

If a resolution is not met between the transcript evaluator and the student, this form with all supportive materials must be emailed to the Assistant Vice President of Student Affairs. Note: The Student Information and STEP ONE information must be completed prior to submitting the form to the Assistant Vice President. *ALL supportive materials from the student and evaluator must be submitted at this time.*

Meeting with the Assistant Vice President of Student Affairs held on:

Individuals in attendance:

Assistant Vice President of Student Affairs' Recommendation:

STEP THREE: STUDENT AFFAIRS

Date of submission:

Listing of attached documents: