



Transfer Credit Evaluation Appeals Procedure

In the event a student does not agree with the transfer credit evaluation, the appeal procedure is as follows:

1. Before an appeal will be considered, students must first contact the Placement/Transfer Credit Office to discuss the evaluation results, and provide any additional documentation to support their requests.
2. If this does not resolve the issue, the student may request a conference with the Administrator responsible for Placement/Transfer Credit. After conferring with the student, and if needed, consulting with the academic department, the Administrator will send a written decision to the student within ten (10) working days following the consultation.
3. If the student remains unsatisfied with the Administrators decision, the student may then request a meeting and final review with the Director of Student Records and Registration. The Director will send the final decision to the student in writing, within ten (10) working days.
4. Appeals must be submitted no later than four months after the completion of the initial evaluation.