

Transfer Credit Appeal Process

Ohio University (OHIO) has an appeal process to address a student's concerns when a student disagrees with the applicability of transfer credit by OHIO. As detailed in this document, OHIO makes the information of an appeals process and the procedures involved available in the University Undergraduate Catalog. To further protect the interests of students, the policy includes a statewide appeal review committee to which students may appeal if all institutional appeals procedures have been exhausted.

Currently enrolled or admitted students may appeal the applicability of their transfer credit once a formal evaluation of the credit has been completed.

The *acceptance* of credit is carefully delineated in the Ohio Articulation and Transfer Policy and should be uniformly practiced by all institutions.

The *applicability* of credit will vary from institution to institution, and it is specified in the policy as subject to appeal. The appeals process is initiated at the campus level. If not rectified, it may be appealed to the state.

Level-1 Appeal

- If the student challenges the judgment, the appeal must be filed in writing within ninety (90) days of receipt of the evaluation of transfer credit or by the first day of following term, whichever is later.

The written appeal and all additional documentation (i.e., course descriptions, syllabi, and other supporting materials detailing the content of the course in question) regarding the course in question must be submitted to the Transfer Credit Evaluation team by submitting an electronic Credit Re-Evaluation Request Form. Students are strongly encouraged to consult their academic advisor prior to submitting an appeal.

- Within thirty (30) days of receipt of appeal, the Transfer Credit Evaluation team shall:
 1. Conduct a review and explanation of the credit evaluation

2. If necessary, consult with the department chairperson and/or faculty members in the appropriate academic field and review the concerns with the academic advisor
 3. Respond to the student in writing with the decision
- If the student accepts the judgment, the process ends.

Level-2 Appeal

- If the student challenges the judgment, the appeal must be filed in writing within thirty (30) days of receipt of the decision.

The written appeal must be addressed to the Vice Provost for Undergraduate Education and can be sent to the Office of the Provost.

- Within thirty (30) days of receipt of the appeal, the Vice Provost for Undergraduate Education (or designee) shall:
 1. Conduct a review and explanation of the credit evaluation
 2. If necessary, consult with the department chairperson and/or faculty members in the appropriate academic field
 3. Respond to the student in writing with the decision
- If the student accepts the judgment, the process ends.

Level-3 Appeal

- If the student challenges the judgment, the student may submit a written complaint to the Ohio Department of Higher Education (ODHE).

Follow the link below for information and the online form for the state's appeal and complaint process:

<https://highered.ohio.gov/students/current-college-students/student-complaints>

While the ODHE has limited authority over colleges and universities and cannot offer legal advice or initiate civil court cases, staff will review submitted complaints and work with student complainants and institutions. For additional questions on the review process, students should contact the ODHE directly.