

## Transfer Credit Appeal Process

### Appeals Process

A student disagreeing with the application of transfer credit by the receiving institution has the right to appeal the decision. If a transfer student's appeal is denied by the institution after all appeal levels have been exhausted, the student may appeal to the state-level articulation and transfer review committee.

### The University of Toledo's Transfer Credit Appeal Process

If a transfer student believes there is an error in his or her Transfer Credit Evaluation (TCE), or has questions regarding the evaluation or application of transfer credit toward degree requirements, he or she should first contact the person who completed the TCE. The name of the person to contact appears on the letter accompanying the TCE. In most cases, this issue can be resolved at this level.

A student disagreeing with the application of transfer credit has the right to appeal the decision by following the procedure below. The appeal must be in writing within 90 days of receipt of the TCE or degree audit. The appeal process is as follows:

1. The student contacts the departmental chair and provides a written appeal. The departmental chair has 30 days from receipt of the appeal to respond in writing to the student.
2. If the issue is not resolved to the student's satisfaction at step 1, the student contacts the dean of his or her UT college and provides a copy of the appeal and the department decision. A final college decision rests with the office of the dean. The dean has 30 days from receipt of the appeal to respond in writing to the student.
3. If the issue is not resolved to the student's satisfaction after steps 1 and 2, the student submits a copy of the appeal, as well as the college decision, to the provost. The Provost's Office will provide an institution-wide perspective. The provost has 30 days from receipt of the appeal to respond in writing to the student. If the request is denied, the written correspondence to the student will outline the process for appealing to the state-level articulation and transfer appeals review committee of the Ohio Board of Regents.