

Transfer credit Appeal Process

Level-1 Appeal

1. If the student challenges the judgment, the appeal must be filed in writing within thirty (30) days of receipt of the evaluation of transfer credit.
The written appeal and all additional documentation regarding the course in question must be sent to the Director of Degree Audit.
2. Within thirty (30) days of receipt of an appeal, the Director of Degree Audit shall
 1. Conduct a review and explanation of the credit evaluation
 2. Consult with the department chairperson and/or faculty members in the academic field
 3. Review the concerns with the department chair and academic advisor
 4. Respond to the student in writing with the decision
3. If the student accepts the judgment, the process ends.

Level-2 Appeal

1. 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 sent to the dean of the academic college in which credit is sought.
2. Within thirty (30) days of receipt of the appeal, the dean (or dean's designee) shall
 1. Conduct a review and explanation of the credit evaluation
 2. Consult with the department chairperson and/or faculty members in the academic field
 3. Respond to the student in writing with the decision
3. If the student accepts the judgment, the process ends.

Level-3 Appeal

1. If the student challenges the judgment, the appeal must be filed in writing within thirty (30) days of receipt of the decision.
The writing appeal must be addressed to the Provost and Vice President for Academic Affairs and can be sent to the Associate Provosts for Academic Programs.
2. Within thirty (30) days of receipt of the appeal, the Provost (or Provost's designee) shall
 1. Conduct a review and explanation of the credit evaluation
 2. Consult with the dean, department chairperson, and/or faculty members in the academic field
 3. Respond to the student in writing with the decision

Level-4 Appeal

1. If the student challenges the judgment, the student appeals in writing within thirty (30) days to a State Appeals Review Committee.
Follow the link below for information and the online form for the state's appeal process.
<https://www.ohiohighered.org/students/complaints>

If you have additional questions on the process, please contact: Ohio Department of Higher Education.