

2.5.7 Transfer Credit Appeal

POLICY

This policy is to provide an appeal process for students who have reason to believe their transfer credit has not been evaluated fairly at College of the Rockies (the College).

PURPOSE

The purpose of this policy is to assure the College provides fairness and equity to all students who apply for transfer of credit.

Under section 24 (2) (e) of the *College and Institute Act*, Education Council has responsibility for establishing policies and procedures for appeals by students on academic matters.

SCOPE

This policy is for students who want to appeal transfer credit decisions at College of the Rockies.

DEFINITIONS:

Assigned Credit: Credit given for a specific college course when a course is recognized as equivalent.

Articulation: Is the process of comparing the content of courses that are transferred between secondary and post-secondary institutions. Through the process of articulation, institutions assess courses offered at other institutions to determine whether to grant course credit toward their own programs or credentials.

Articulation Officer (AO): A College of the Rockies staff member who is responsible for processing transfer of credit applications and coordinating the review and evaluation of transfer credit documents through content experts.

Block transfer: Articulation occurs where an institution compares whole programs and awards credit on the basis of total hours or credits, rather than for individual courses. This form of articulation is used, for example, in granting credit for a certificate or diploma completed at one institution toward a diploma or degree program at the College.

Content Expert: Faculty member who has proficiency in a subject area.

Transfer Credit: The granting of credit by one institution for courses or programs successfully completed at another institution or agency.

Unassigned credit: Credit given when a course or program is considered worthy of credit at the College. It may be recorded as credit within a particular College of the Rockies discipline (e.g. BIOL 1XX) or as general unassigned credit (e.g. SCIE 1XX).

GUIDELINES

A TRANSFER CREDIT APPEAL STEPS

A.1 Whenever possible, within ten (10) working days of receiving the transfer credit decision, Steps 1 to 3 must be completed- refer to *Appendix A for Transfer Credit Appeal Process Flow Chart*:

Step 1: If the student does not accept the transfer credit decision, the student will initiate a meeting with an articulation officer (AO) to discuss his/her concerns.

Step 2: The AO, through a collaborative process, will make a reasonable effort to explore all options to assist the student to resolve the issue prior to step 3. If necessary, the AO will provide information and advice about the appeal process.

Step 3: If the student decides to proceed with the appeal, he/she will complete the *Transfer Credit Appeal* form (*Appendix C*) and submit to the AO who will inform the Registrar.

Step 4: The Registrar will convene a Transfer Credit Appeal Committee meeting ideally within ten (10) working days of step 3 and distribute all the submitted appeal documentation to the Committee members. The Committee will review the circumstances of the appeal and undertake any necessary consultations with the student, AO, content experts, and/or other relevant parties (see *Appendix B for Transfer Credit Appeal Committee Terms of Reference*).

Step 5: The Committee will make a decision regarding the transfer credit appeal. The Registrar will ensure that the student, AO and all other relevant parties are advised of the appeal decision and are notified in writing within ten (10) working days.

A.2 The appeal of a decision on transfer credit shall result in one of three possible outcomes:

- an award of additional transfer credit; or
- modify the transfer of credit; or
- the transfer credit award remains the same.

A.3 The decision of the Transfer of Credit Appeal Committee is final.

B TIME LIMITS

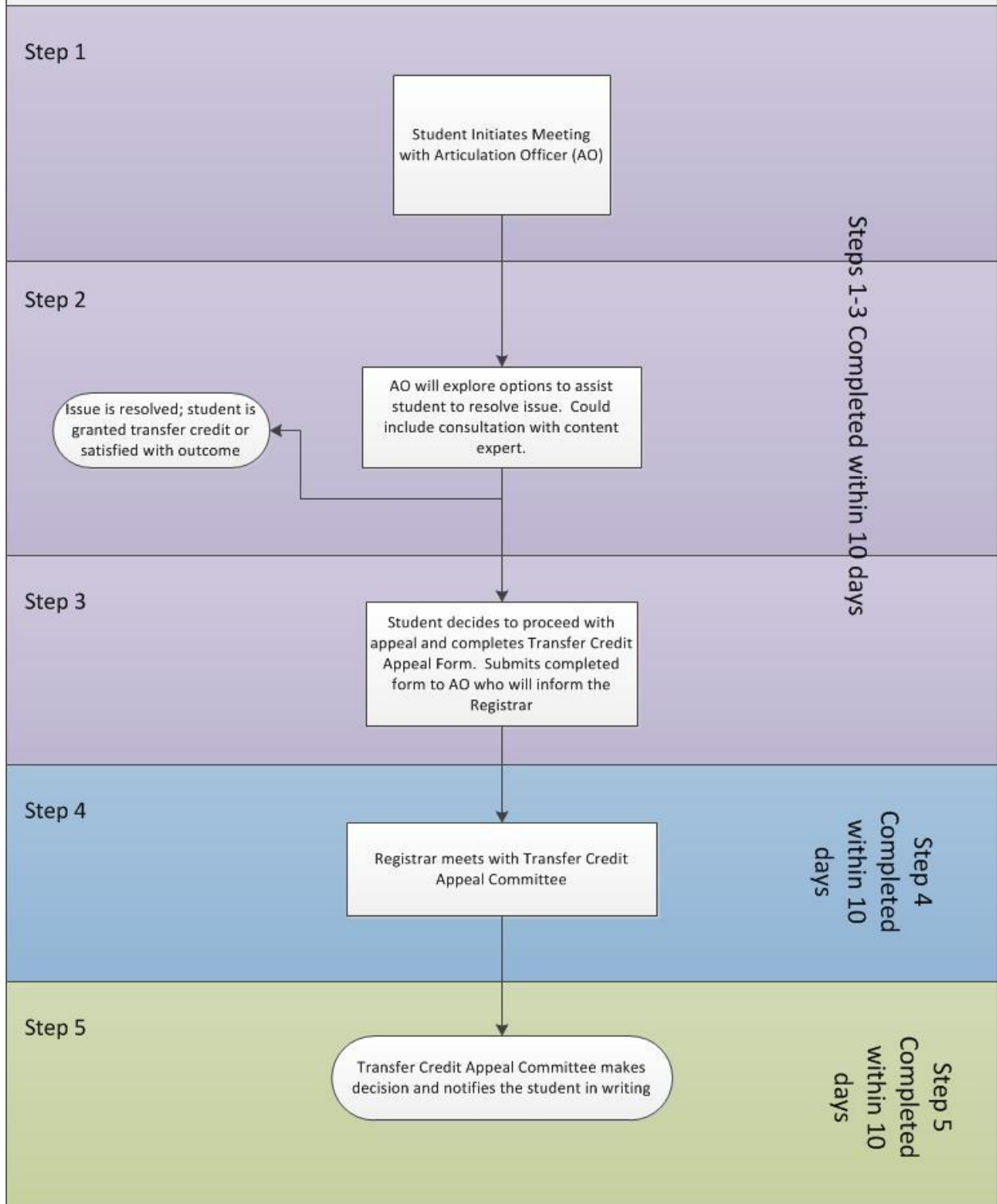
- B.1 Unless granting of transfer credit is time sensitive (e.g. student is requesting transfer credit for a required course that is only offered during the current semester), the appeal process should be concluded within 30 working days.

C APPEAL RESTRICTIONS

- C.1 A student cannot appeal a denied decision based on accreditation of his/her previous institution.
- C.2 If the minimum grade has not been met, the student cannot appeal a denied decision.
- C.3 A student cannot appeal a decision based on courses that have been considered for formal articulation and rejected (e.g. The College has denied equivalency for a course listed on BCCAT).
- C.4 A student must submit a complete transfer credit appeal package for each transfer credit course or block.
- C.5 If the Transfer Credit Appeal is unsuccessful, subsequent appeals will not be considered for the same course or block.

D. ACCOUNTABILITY

- D.1 Office of the Registrar.



TRANSFER CREDIT APPEAL COMMITTEE

Terms of Reference

PURPOSE

The College of the Rockies (the College) Transfer Credit Appeal Committee (Committee) shall be established to hear and decide upon all appeals submitted by students in relation to transfer credit.

SCOPE

The Committee hears transfer credit appeals for all College of the Rockies admitted applicants or students.

DEFINITIONS

Admitted Applicants: Applicants who have met the program admission requirements and received an admissions letter offering them a seat. Admitted applicants are referred to as students in this policy.

Articulation Officer (AO): A College of the Rockies staff member who is responsible for processing transfer of credit applications and coordinating the review and evaluation of transfer credit documents through content experts.

Content Expert: Faculty member who has proficiency in a subject area.

Transfer Credit: The granting of credit by one institution for courses or programs successfully completed at another institution or agency.

GUIDELINES

A. ROLE OF COMMITTEE

A.1 The Transfer Credit Appeal Committee:

- 1) shall request, receive and review all material including the student appeal form, Articulation Officer (AO) report which includes the content expert's review and evaluation of the transfer credit, student record, and any other supporting documentation prior to the Committee meeting.
- 2) may request the student, AO and content expert appear individually before the Committee.

- 3) may seek input from other resources (e.g., consulting with the sending institution or a content expert at another institution).
- 4) keep deliberations and any records of the Committee in the strictest confidence by the members.

A.2 In an appeal of a transfer credit decision, the Committee:

- 1) shall not challenge the expertise in the discipline area or integrity of the content expert except in extenuating circumstances.
- 2) may challenge and request a reevaluation of the appealed transfer credit assigned by a content expert for one or more of the following reasons:
 - There is additional relevant information which was not considered,
 - Policies and procedures relating to the assignment of transfer credit were not followed,
 - Even if relevant rules and regulations were applied correctly the resulting decision is unfair and unreasonable under the circumstances.

B. CHAIR AND RECORDING SECRETARY

- B.1 The Registrar will chair the Committee.
- B.2 In the absence of the Chair at any regular meeting, the Registrar shall appoint an Acting Chair for that meeting.
- B.3 A recording secretary will be appointed by the Registrar prior to each meeting.

C. MEMBERSHIP

Membership on the Committee shall be based on each individual transfer credit appeal and must include:

<i>No.</i>	<i>Members</i>	
1	Registrar or Designate	Office
1	Dean	Representing the program
1	Department Head	Representing the program

D. MEETINGS & MINUTES

- D.1 The Registrar shall be responsible for convening the Committee, calling the meetings, setting the agenda and preparing the appeal package containing all supporting reports and documentation. The appeal package will be delivered to the Committee members in a sealed envelope marked confidential prior to the meeting.

D.2 The Committee will meet within (10) ten working days of the receipt of the appeal documents from the student.

D.3 Meetings shall be held in private.

D.4 Minutes shall be in summary form and stored in the Registrar's Office.

E. NOTIFICATION

E.1 The Registrar shall notify the student in writing of the outcome of the appeal along with a summary of the rationale for the outcome. Notification will also be sent to the AO, Enrolment Services and a copy filed in the student's file.

E.2 The decision of the Committee is final.

E.3 The Committee shall attempt to reach a decision on an appeal under normal circumstances within 10 working days of the initial meeting of the Committee.

F. REPORTING

F.1 The Committee is responsible to Education Council with the exception of the confidential information concerning an appeal. The committee will report at least annually on its activities to the Chair of Education Council.

G. Accountability

G.1 Office of the Registrar.

FOR OFFICE OF THE REGISTRAR USE ONLY:	
Date Received by Office of the Registrar:	
Committee date to discuss Appeal:	
Outcome:	Approved by awarding of additional credit <input type="checkbox"/> Modified the transfer credit <input type="checkbox"/> Not Approved <input type="checkbox"/> (Transfer Credit remains the same)
Letter of decision sent to student and copied to: <input type="checkbox"/> Articulation Officer <input type="checkbox"/> Enrolment Services <input type="checkbox"/> Student file	
If Appeal Granted: <input type="checkbox"/> applicable to all students <input type="checkbox"/> applicable to this student only	
Signature of Registrar:	Date: