

Title of Policy	Transfer Credit Appeal
Policy Number	2.5.7
Category	2 - Student Affairs
Approval Body	Education Council and Board of Governors
Policy Sponsor	Vice President Academic and Applied Research
Operational Lead	Dean of Articulation
Approval/Effective Date	March 2024
Proposed Date of Review	March 2029

CONTEXT AND PURPOSE

This policy provides 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”).

The purpose of this policy is to provide fairness and equity to students applying for transfer of credit towards a credential at the College.

Under section 25(1)(a) of the *College and Institute Act*, the Board of Governors and Education Council have joint responsibility for policies about transfer credit, and under 24(2)(e), Education Council has the responsibility of establishing policies and procedures for appeals by students on academic matters.

SCOPE

This policy applies to students seeking to appeal transfer credit decisions at College of the Rockies. It does not apply to matters of grade appeals. Only credits granted by recognized institutions according to policy 2.5.6 Transfer Credit (as Receiving Institution) are eligible for transfer credit at College of the Rockies. Consequently, only decisions pertaining to these credits are appealable under this policy.

DEFINITIONS

Assigned Credit: Transfer credit for a specific College course by course number (e.g., BIOL 101).

Articulation: The evaluation of academic equivalency.

Articulation Officer: 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: Recognition of a collection of courses from the sending institution as a defined number of transfer credits at the receiving institution. Block transfer is often based on a certificate or diploma program. Transfer credit may be awarded as either total credits or as individual course credits, and as either assigned credits or unassigned credits. The block transfer may identify deficiencies, which are courses to be taken after transfer to the receiving institution.

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

Dean of Articulation: Dean charged with overseeing articulation and transfer agreements between College of the Rockies and other institutions.

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

Unassigned Credit: Transfer credit for a course that does not have an equivalent at the College. Unassigned credit may be recorded within a particular College discipline (e.g., BIOL 1XX) or as program unassigned credit (e.g., HUMN 1XX). Unassigned credit is limited to courses taught at the same levels and disciplines as a college program; for instance, the College does not evaluate 400-level courses in programs where it has no 400-level courses.

POLICY STATEMENTS

- A. The College carefully considers applications for transfer credit and values fairness, equity, and transparency in decision making, including in any appeal process.
- B. The College will ensure that students from Indigenous and other equity-deserving populations are not disadvantaged in seeking recognition of post-secondary credit.
- C. The College maintains the right to uphold academic standards for the benefit of all students and relies significantly on the input from content experts in determining credit.
- D. Students have a right to appeal a transfer credit decision on the following grounds:
 - D. 1 Relevant information was not considered in making the decision.
 - D. 2 College policies or procedures were not followed in making the decision.
 - D. 3 The decision was unfair or unreasonable under the specific circumstances.
- E. Students cannot appeal a decision if the required minimum grade for transfer credit into the College was not met.
- F. Students who wish to appeal the decision must submit a formal request to the College within 10 working days of receiving that transfer credit decision.
- G. The College will convene an Appeal Committee to process appeal requests in a timely manner so a student's academic progression is not unfairly delayed and a response will be provided to the student in writing.
- H. The decision of the appeal committee is final and may result in an award of additional transfer credit, or modification of transfer credit, or the original transfer credit decision remains the same.
- I. Any changes to a student's record that reflects the addition or modification of transfer credit will be recorded on the student's transcript following the committee's decision.

RELATED POLICIES AND SUPPORTING DOCUMENTS

[Transfer Credit Appeal Committee Terms of Reference](#)

[Policy 2.5.6 Transfer Credit \(as a Receiving Institution\)](#) (and procedures)

[Policy 2.5.8 Transfer Credit \(as a Sending Institution\)](#) (and procedures)

Policy 2.5.7 Transfer Credit Appeal – Procedures and Form