

Title of Policy	Transfer Credit Appeal
Policy Number	2.5.7
Effective Date	March 2024

A. TRANSFER CREDIT APPEAL PROCESS

A. 1 The following outlines the steps for transfer appeals:

- Step 1: If a student disagrees with a transfer credit decision, the student may submit a *Transfer Credit Appeal Form* within 10 working days after receiving that decision. This form is submitted to the Articulation Officer who will converse with the student to discuss the student's appeal within 5 working days.
- Step 2: The Articulation Officer provides the student with information about the appeals process. The Articulation Officer assists the student with exploring potential resolutions regarding the student's concerns.
- Step 3: If the student decides to proceed with the transfer credit appeal, that student will inform the Articulation Officer who will inform the Dean of Articulation and establish a Transfer Credit Appeal Committee meeting within 10 working days.
- Step 4: The Dean of Articulation, via the Articulation Officer, will convene a Transfer Credit Appeal Committee 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, Articulation Officer, content expert(s), and/or other relevant parties (see *Transfer Credit Appeal Committee Terms of Reference*).
- Step 5: After reviewing the appeal, the Committee will decide based on a process of due diligence. The Dean of Articulation will ensure that the student, the Registrar, the Articulation Officer, the content expert involved in the original decision, and any other relevant parties are advised of the appeal decision in writing within 10 working days.

- A. 2 The appeal of a decision on transfer credit shall result in one of three possible outcomes:
- an award of transfer credit; or
 - a modification of the transfer of credit; or
 - the initial decision on transfer credit remains the same.

B. ACCOUNTABILITY

B. 1 Vice President Academic and Applied Research