

## **University of Cincinnati**

### **Policy for Appealing the Application of Transfer Credit**

This policy is designed in compliance with Ohio Board of Regents (OBR) Articulation & Transfer Policy requirements for providing transfer students the ability to appeal, at multiple levels within the University, when disagreement occurs regarding the application of transfer credit toward degree requirements. This document describes the appeal process.

Before submitting a formal appeal, a student must first meet with his/her academic advisor and discuss the course(s) in question and the corresponding academic requirements for the applicable degree program. Should the student wish to appeal after having this discussion, the following steps must be taken within ninety (90) days of receipt of a degree progress audit report. The University of Cincinnati will respond to the appeal within thirty (30) days of receipt at each appeal level described below.

#### **Step One**

The student's written appeal (see attached form) must first be submitted to the **student affairs staff** within his/her UC College. The student affairs staff will respond in writing within thirty (30) days of receipt of the appeal and will provide a copy of the appeal and a written response to the student and to the Director, Undergraduate Transfer Center [4th Floor, University Pavilion, Mail Location #0091].

#### **Step Two**

Should the appeal with the student affairs staff be denied, the student's written appeal must then be submitted to the **Dean of the applicable UC College**. The student must provide additional information addressing the reasons for denial given by the student affairs staff. The Dean will respond in writing within thirty (30) days of receipt of the appeal and will provide a copy of the appeal and his/her written response to the student and to the Director, Undergraduate Transfer Center [see address above].

#### **Step Three**

If the student's written appeal is denied by the Dean, the student may proceed to the next level of appeal and submit the written appeal to the UC **Senior Vice President & Provost** [5150 Edwards One, Mail Location #0097]. The student must provide additional information addressing the reasons for denial given by the Dean. The Provost will respond within thirty (30) days of receipt of the formal appeal and will provide a copy of the appeal and a written response to the student and to the Director, Undergraduate Transfer Center [see address above].

#### **Step Four**

If the student's written appeal is denied by the Provost, the student may proceed to the next level of appeal and submit the written appeal to the **Articulation & Transfer Appeals Review Committee** [Administrator, Articulation & Transfer Initiative, Ohio Board of Regents, 30 East Broad Street, 36<sup>th</sup> Floor, Columbus, Ohio, 43266-0417]. The student must include all of the written denials received via steps one through three above, including his/her response to each denial. The Review Committee will respond within thirty (30) days of receipt of the formal appeal and will provide a copy of the appeal and its written response to the student and to the Director, Undergraduate Transfer Center [Office of Admissions, University of Cincinnati, P.O. Box 210091, Cincinnati, OH, 45221-0091]. The Director, Undergraduate Transfer Center will notify the college whenever an appeal moves to the state level.

The Undergraduate Transfer Center will monitor the appeal process and provide an annual report to UC's President summarizing the actions and issues of appeals reviewed via the appeals process. A copy will be sent to the Ohio Board of Regents.

Approved by the Office of the Provost 5/20/04

**University of Cincinnati**  
**Written Appeal Regarding the Application of Transfer Credit**

Student's Name: \_\_\_\_\_  
(Please Print)

Student ID Number: \_\_\_\_\_

Academic College/Program: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Date Transfer Credit Applicability Statement/Degree Progress Audit Received: \_\_\_\_\_  
(Please attach a copy of the DPA report)

Preliminary to Appeal

- On a separate page, please provide a description of the course(s) in dispute and your reason(s) for requesting a policy exception.
- Name of Academic Advisor: \_\_\_\_\_ Meeting Date: \_\_\_\_\_

Step One – Appeal to College Student Affairs Staff

- Name of Staff Member: \_\_\_\_\_ Date Submitted: \_\_\_\_\_
- Continuing on a separate page, describe the outcome of Step One, including a response to the reasons for denial given by the student affairs staff.

Step Two – Appeal to Dean of the UC College

- Name of Dean: \_\_\_\_\_ Date Submitted: \_\_\_\_\_
- Continuing on a separate page, describe the outcome of Step Two, including a response to the reasons for denial given by the Dean.

Step Three – Appeal to the Senior Vice President & Provost

- Date Submitted: \_\_\_\_\_
- Continuing on a separate page, describe outcome the of Step Three, including a response to the reasons for denial given by the Provost.

Step Four – Appeal to the Articulation & Transfer Appeals Review Committee

- Report the date the appeal was forwarded to the Ohio Board of Regents: \_\_\_\_\_
- Include all documentation associated with steps one through three above.

\_\_\_\_\_  
Student Signature\*

\_\_\_\_\_  
Date

\*My signature confirms that all information provided herein is true and accurate to the best of my ability to provide it.

Student Contact Information:

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-Mail: \_\_\_\_\_