



Transfer Credit Appeal Process

Cuyahoga Community College has a multi-level appeal process to address a student's concerns when a student disagrees with the applicability of transfer credit by Cuyahoga Community College. As detailed in this document, Cuyahoga Community College hereby notifies students of the availability of an appeals process and the procedures involved.

The acceptance of credit is carefully delineated in the Ohio Articulation and Transfer Policy (policy) and should be uniformly practiced by all institutions. The acceptance of credit is specified in the policy as subject to appeal to the campus level. Students have 90 business days* to file an appeal on an institution's decision on course applicability at the campus level. The 90 business day period begins on the date the Transfer Credit Evaluation is e-mailed to the student's official Tri-C e-mail address.

1. Student applies for admission.
2. Tri-C evaluates transcript of accepted students.
3. Tri-C decides on applicability of credit and sends dated statement of transfer credit applicability to student along with notification of the 90 day period for filing an appeal.
4. **If the student accepts the judgment, the process ends.**
Level-1 Appeal
5. If the student challenges the judgment and appeals, this appeal must be filed in writing within ninety business days (90) of receipt of the Evaluation of Transfer Credit document. The written appeal must be sent to:

Cuyahoga Community College
Office of the Registrar
PO Box 5966
Cleveland, OH 44101

Within thirty business days (30) of receipt of the appeal, the Assistant Registrar of Technology shall

- a. Schedule a meeting with the student.
- b. Conduct a review and explanation of the credit evaluation.
- c. Address the student's concerns.
- d. Review the concerns with the department chair and academic advisor.
- e. Respond to the student via student's official Tri-C e-mail address with the decision.

If the student accepts the judgment, the process ends.

Level-2 Appeal

6. If the student challenges the judgment, this appeal must be filed in writing within thirty business days (30) of receipt of the decision to the Associate **Dean of the Academic division within which the course falls**. The written appeal must be sent to:

Associate Dean Business, Math, Technology or
Associate Dean Liberal Arts or
Associate Dean Health Careers/Natural Science

Cuyahoga Community College
Eastern Campus
4250 Richmond Road
Cleveland, Ohio 44122

Cuyahoga Community College
Metropolitan Campus
2900 Community College Avenue
Cleveland, Ohio 44115

Cuyahoga Community College
Western Campus
11000 West Pleasant Valley Road
Parma, Ohio 44130

Cuyahoga Community College
Westshore Campus
31001 Clemens Road
Westlake, Ohio 44145

Within thirty business days (30) of receipt of the appeal, the Associate Dean shall

- a. Schedule a meeting with the student.
- b. Conduct a review and explanation of the credit evaluation
- c. Address the student's concerns.
- d. Respond to the student in writing with the decision.

If the student accepts the judgment, the process ends.

Level-3 Appeal

7. If the student challenges the judgment and appeals the decision of the Associate Dean, an appeal must be filed in writing within thirty business days (30) of receipt of the decision. The written appeal must be sent to the Academic Dean of the area in which the course falls; The appeal must be sent to:

Office of the Academic Dean:

Cuyahoga Community College
Eastern Campus
4250 Richmond Road
Cleveland, Ohio 44122

Cuyahoga Community College
Metropolitan Campus
2900 Community College Avenue
Cleveland, Ohio 44115

Cuyahoga Community College
Western Campus
11000 West Pleasant Valley Road
Parma, Ohio 44130

Cuyahoga Community College
Westshore Campus
31001 Clemens Road
Westlake, Ohio 44145

Within thirty business days (30) of receipt of the appeal, the Academic Dean shall:

- a. Convene a three member hearing panel of instructional staff/faculty knowledgeable in the course content area under review.
- b. Conduct a review and explanation of the credit evaluation-- those individuals hearing previous steps of the appeal as well as those who determined the credit evaluation may be asked to attend the hearing, along with the student. The student is permitted to be accompanied by advisor (or advisors) for the hearing. The advisor(s) may participate in the hearing only when recognized by the chair.
- c. Immediately following the closing of the hearing, the chair shall conduct the deliberations.
- d. A written decision will be provided to the student within five (5) business days of the hearing, notifying the student and the department in writing of judgment.

8. The process ends.

· A **Business Day** is defined in this document as Monday – Friday.