

BRIDGEVALLEY COMMUNITY AND TECHNICAL COLLEGE

OPERATING POLICY

Effective Date	Subject	Number	Page
October 26, 2015	APPEAL FOR ARTICULATION OF TRANSFER CREDITS	D-OP-23-15	1 of 2
Supersedes/Supplements:	N/A		
References:	West Virginia Council for Community and Technical College Education: Title 135 Procedural Rule - Series 15 West Virginia Council for Community and Technical College Education: Title 135 Procedural Rule - Series 16 West Virginia Council for Community and Technical College Education: Title 135 Procedural Rule - Series 17 Core Coursework Transfer Agreement		

POLICY STATEMENT

This policy outlines the implementation of the Appeal for Articulation of Transfer Credits set forth in Title 135 Procedural Rule – Series 17. BridgeValley Community and Technical College (College) Appeal for Articulation of Transfer Credit procedures are defined below.

PROCEDURES

The transferability and articulation of transfer credit is determined by the Office of the Registrar upon evaluation of the official academic transcript from the sending institution. Once the credit has been articulated and placed on the BridgeValley transcript, a notification will be sent to the student. The student receiving such notification may initiate an appeal to have a course or courses reevaluated. The student must include any supporting documentation with the request to reevaluate the credit.

Should a student believe the articulation of a course or courses was not appropriate, it is the responsibility of the student to prove the articulation was incorrect. No adverse action will be taken against a student who chooses to utilize this process.

The student shall follow the sequence of steps outlined in this policy. **The appeal process must be started within 15 working days of the date of the notification sent to the student.**

Before starting the formal appeal, the student must discuss the issue with the Registrar and request a reevaluation of the transfer credit. The Registrar will examine the articulation and ensure every effort has been made to maximize the utilization of credits. This discussion must occur before the student may file a formal appeal.

If the Registrar's reevaluation finds in the student's favor, the BridgeValley transcript will be updated accordingly.

If the student and Registrar fail to resolve the issue through informal means, the student may submit an appeal for the articulation of transfer credits.

PROCESS

Step 1: The student must notify the Office of the Registrar in writing immediately (within 15 working days) of the date of notification sent to the student that s/he wishes to discuss his/her transfer credit. If the Registrar does not respond to the student's request within the specified time or if there is no resolution and the student intends to pursue an appeal, the student must obtain a Student Grade/Transfer Appeal Form from the College website, an advisor, or any division office. The student must include all relevant facts and supporting documents with the Student Grade/Transfer Appeal Form. The student will present the completed form and attached documentation to the Academic Dean of the student's declared major. The Academic Dean will schedule a conference with the student to discuss the appeal. If the Academic Dean agrees with the student, s/he will recommend changes in articulation of transfer credits to the Office of the Registrar, and the Registrar will provide a record of changes to the student.

Step 2: If the issue is not resolved to the student's and the Academic Dean's satisfaction at Step 1, the student must send a copy of the Student Grade/Transfer Appeal Form to the Office of the Chief Academic Officer within 10 working days of the student conference. The Chief Academic Officer will research the issue with the appropriate Academic Division and the Office of the Registrar and schedule a meeting with the student.

If the Chief Academic Officer's examination finds in the student's favor, the BridgeValley transcript will updated accordingly.

If the student and Chief Academic Officer fail to resolve the issue through informal means, the student may request a final appeal.

Final Appeal:

Students who are not satisfied with the decision of the Chief Academic Officer may make a final appeal to the Joint Recommending Committee for Transfer and Articulation through the Office of the Chancellor at this address:

Office of the Chancellor
1018 Kanawha Blvd. East
Boulevard Tower, 10th Floor
Charleston, WV 25301

Approved by: Cabinet **Date:** 9/23/2015