

## Title: #V-13. Appeal Procedure for Denial of Transfer Credit

Date: December 3, 2019

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### A. Introduction

These procedures are defined in accordance with West Virginia University at Parkersburg Board of Governors [Policy C-40](#), *Transferability of Credits and Grades*, and in compliance with Title 135 Procedural Rule, [Series 17](#), of the WV Council for Community and Technical College Education. The transferability and articulation of transfer credit is determined by West Virginia University at Parkersburg upon evaluation of the official academic transcript from the sending institution.

Once the credit has been articulated and placed on the West Virginia University at Parkersburg transcript, the student may initiate an appeal to have a course or courses reevaluated. The student should 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.

### B. Process

**Step 1:** Within 30 calendar days of the notification that transfer course credit was not awarded, the student may request a reevaluation of the transfer credit. This request may be made to any Records Assistant within the Center for Student Services, which is located on the main campus; by telephone at 304-424-8310; or by email to [records@wvup.edu](mailto:records@wvup.edu). The Records Office, in consultation with the appropriate academic division representative, will make every effort to examine the articulation to ensure the maximum utilization of credits. This step must occur before the student may file a formal appeal.

If the reevaluation results in the articulation of course credit, the West Virginia University at Parkersburg transcript will be updated accordingly. The student will receive written notification of the result of the reevaluation via their WVUP email account.

**Step 2:** Within 10 business days of the notification of reevaluation results, the student may elect to submit a formal appeal in writing to the Provost. The student should include all facts and supporting documents with the appeal. The Provost (or designee) will review the appeal to determine if the student has appropriate grounds for an appeal based on the student's course syllabi, academic catalog, and/or other documents.

If warranted, the Provost will convene a hearing of the Transfer Appeals Committee. If not, the Provost makes the determination that the transfer evaluation stands. The student will receive written notification of the Provost's decision through their WVUP email account.

### C. Transfer Appeals Committee

The Transfer Appeals Committee (Committee) is convened by the Provost after Step 2, when the transfer evaluation is still in dispute and the Provost determines that the student has grounds for appeal. The Transfer Appeals Committee will be chaired by the Associate Provost for Academic Affairs (or designee), who will be a non-voting member. The Committee will be comprised of:

- One (1) academic division chairperson, selected from an area not included in the student's major area of study nor from an associated field in which the dispute is involved.
- Two (2) faculty members selected from the Academic Appeals Committee.
- Two (2) students selected from the Academic Appeals Committee.

#### **Conduct of the Meeting:**

Once convened, the Transfer Appeals Committee shall consider the facts and circumstances of the appeal. The student, Director of Records (or designee) and/or appropriate academic division representative will only be present during the period of testimony.

- 1) Student's Case: The student shall present his/her case without interruption, including the presentation of factual evidence.
- 2) Institution's Case: The Director of Records (or designee) and/or academic division representative shall present his/her case without interruption, including the presentation of factual evidence.
- 3) Committee Questioning: Members of the Committee shall have the right to direct questions to either party or to request additional information.

When testimony is completed, the members of the Transfer Appeals Committee shall enter into deliberations, which will be conducted in private and shall remain confidential.

- 1) The Transfer Appeals Committee shall consider the evidence presented during the hearing and any additional evidence as requested by the Committee.
- 2) The decision of the Committee must be a simple majority. The vote on the decision shall be by secret ballot.
- 3) Within two (2) business days of the conclusion of the hearing the Committee shall provide to the Director of Records a written decision, either to support the existing evaluation of the credit or to award credit.
- 4) Within two (2) business days of receiving the Committee's decision, the Director of Records shall implement the Committee's decision and notify the parties via WVUP email.

**Final Appeal:**

Students who are not satisfied with the decision of the WVU at Parkersburg Transfer Appeals Committee may submit a final appeal to:

Joint Recommending Committee for Transfer and Articulation  
Office of the Chancellor  
WV Community & Technical College System  
1018 Kanawha Blvd. East, Suite 700  
Charleston, WV 25301

The Joint Recommending Committee will hear the appeal and send a recommendation to the President of WVU at Parkersburg. The President will issue a final decision to all parties.

**Responsible Administrator: Provost, Academic and Student Affairs, 304-424-8242**