

<b>NEOMED ACADEMIC POLICY</b>	<b>Policy No: 3349-AC-253</b>
<b>POLICY TITLE: Transfer Credit Appeal Policy</b>	<b>EFFECTIVE DATE: July 1, 2020</b>
<b>RESPONSIBLE DEPARTMENT: Office of the Provost</b>	

**(A) PURPOSE**

To establish a University policy and procedure for students to appeal decisions regarding the acceptance and application of student transfer credit for all degree and certificate programs.

**(B) SCOPE**

This policy applies to transfer credit student appeals for all degree and certificate programs in all colleges of NEOMED. Appeals may only be submitted by students who believe there was a violation of their respective College’s transfer credit policy or an inconsistency between their outcome and transfer credit applicability precedence in the College.

**(C) DEFINITIONS**

(1) “Transfer Credit” refers to academic credit awarded by any college of the University for coursework, training, or experience completed at another accredited university or the United States military, which has no impact on the student’s grade point average.

**(D) TRANSFER CREDIT APPEALS**

(1) Transfer Credit Acceptance and Application

(a) Each degree-granting college maintains the authority and responsibility to determine acceptance and applicability of transfer credit against a specific degree program. The processes and policies related to transfer credit acceptance and application are outside of the scope of this policy and can be found in the NEOMED Compass.

(2) Filing a Level 1 Appeal

(a) If a student disagrees with the College’s decision relative to accepting and/or applying transfer credit, the student may appeal the decision to the College’s designated appeals officer. Appeals may be filed by submitting a

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[Transfer Credit Appeal Form](#) within ninety (90) days of receipt of the decision of transfer credit acceptance and/or applicability.

- (i) Level 1 College of Medicine appeals will be directed to the Associate Dean for Medical Education, who will serve as the College’s appeal officer.
  - (ii) Level 1 College of Pharmacy appeals will be directed to the Associate Dean of Pharmacy Education and Interprofessional Studies, who will serve as the College’s appeal officer.
  - (iii) Level 1 College of Graduate Studies appeals will be directed to the Vice Dean of the College of Graduate Studies, who will serve as the College’s appeal officer.
- (b) The appeals officer of each College will review student concerns and the College’s transfer credit policy with the respective department chair or program director.
  - (c) The appeals officer will issue a decision to the student within thirty (30) days of receipt of the appeal.
- (3) Filing a Level 2 Appeal
    - (a) If a student wishes to challenge the Level 1 appeal decision, the student may appeal the decision in writing within thirty (30) business days to the University Registrar.
    - (b) The Registrar will issue a decision to the student within thirty (30) days of receipt of the appeal.