

APPEAL PROCEDURE FOR TRANSFER OF CREDIT

Note: Lorain County Community College may be required to share information concerning complaints with the North Central Association of Colleges and Schools and/or other accrediting bodies.

Lorain County Community College desires to resolve student inquiries in an expeditious, fair and amicable manner.

If a student believes that their credit was not transferred properly, they are encouraged to discuss the situation informally with the transcript evaluator. Refer to the email communication, Notification of Transcript Evaluation for contact information. If the inquiry is resolved by the parties, the matter is deemed closed.

If the inquiry is not resolved at this level, the student may request an appeal to the Vice President of Enrollment Management and Student Services.

1. The Vice President of Enrollment Management and Student Services may choose to convene the parties and all necessary documentation (transcripts, etc.) involved in an effort to resolve the appeal during the initial informal process. The Vice President must provide a written response to the student and the transcript evaluator within seven business days of the meeting. If the appeal is not resolved at this level the student may initiate the formal written appeal procedure.
2. The formal appeal procedure begins when a written appeal is submitted to the Provost/Vice President for Academic Affairs and University Partnership by the student. The statement of appeal should be post-marked by or received by the office of the Provost/Vice President for Academic Affairs and University Partnership within 10 business days of the date of the letter from the Vice President of Enrollment Management and Student Services. The Vice President will review the appeal, may choose to meet with the student and/or other parties as applicable and respond in writing to all parties concerning the disposition of the appeal within 10 business days of the meeting.
3. Should the student wish to request a further review of the decision of the Provost/Vice President for Academic Affairs and University Partnership, the student may submit a signed statement of appeal within 10 business days of the date of the letter from the Provost to the President. The President will review the appeal, may choose to meet with the student and/or other parties as appropriate and respond in writing to all parties concerning the final review within 10 business days of the meeting.

The internal appeals process ends.

After a student exhausts the appeals process at the receiving institution and chooses to pursue further action, the student can contact the Ohio Department of Higher Education (ODHE). ODHE responds to formal written complaints related to the Ohio Articulation and Transfer Policy against public, independent non-profit and proprietary institutions of higher education in Ohio. While the ODHE has limited authority over colleges and universities and cannot offer legal advice or initiate civil court cases, staff will review written complaints submitted through its established process and work with student complainants and institutions. Refer to ODHE website for detailed information.