Appeals

Youngstown State University (YSU) has a multi-level campus appeals process to address a student's concerns when a student disagrees with the applicability of transfer credit by YSU. As detailed in this document, YSU hereby notifies students of the availability of an appeals process and the procedures involved. To further protect the interests of students, the policy includes a statewide appeals review committee to which students may appeal if all institutional appeals procedures have been exhausted.

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 not specified in the policy as subject to appeal to the Articulation and Transfer Appeals Review Committee (ATARC); however at YSU students may follow level 1, and 2 of the following appeals process to question the acceptance of credit.

The *applicability* of credit will vary from institution to institution, and it is specified in the policy as subject to appeal. The appeals process is initiated at the campus level. If not rectified, it may be appealed to the state through the ATARC. Students have 90 days to file an appeal on an institution's decision on course applicability at the campus level. The 90-day period begins on the date the Transfer Credit Evaluation is given to the student. The Office of Undergraduate Admissions mails the Transfer Credit Evaluation to the student within 30 days of the receipt of the official transcript(s).

YSU publishes a *notification* of both state and local appeals procedures on page 15 of the 2003-2005 *Undergraduate Bulletin*. The detail of the appeals procedure is sent with the Evaluation of Transfer Credit document and appears on the YSU web site at
http://www.ysu.edu/admissions/new_students/Transfer_Appeal.pdf

Appeal Process

1. Student applies for admission.
2. YSU evaluates transcript of accepted students.
3. YSU decides on applicability of credit and sends dated statement of transfer credit applicability to student along with a 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 days (90) of receipt of the Evaluation of Transfer Credit document. The written appeal must be sent to: Associate Director of Admission Office of Undergraduate Admission Youngstown State University One University Plaza Youngstown, OH 44555 Or, the written appeal may be sent by e-mail cmhubert@ysu.edu
6. Within thirty days (30) of receipt of the appeal, the Associate Director of Admission 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. Review the concerns with the Faculty Transfer Liaison
f. Respond to the student in writing with the decision.

7. If the student accepts the judgment, the process ends. Level-2 Appeal

8. If the student challenges the judgment, this appeal must be filed in writing within thirty days (30) of receipt of the decision of the Associate Director of Admission. The written appeal must be sent to:
Director of Admission Office of Undergraduate Admission Youngstown State University One University Plaza Youngstown, OH 44555 Or, the written appeal may be sent by e-mail to sedavis@ysu.edu

9. Within thirty days (30) of receipt of the appeal, the Director of Admission 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.

10. If the student accepts the judgment, the process ends. Level-3 Appeal
11. If the student challenges the judgment and appeals the decision of the Director of Admission, this appeal must be filed in writing within thirty days (30) of receipt of the decision of the Director of Admission. The written appeal must be sent to: Assistant Provost, Academic Programs and Planning Youngstown State University One University Plaza Youngstown, OH 44555 Or, the written appeal may be sent by e-mail to bkbowers@ysu.edu
12. Within thirty (30) days of receipt of the appeal, the Assistant Provost shall
a. Convene the hearing panel (Dean of appropriate college, Assistant Provost for Academic Programs and Planning, Vice President for Student Affairs)
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 business days of the hearing, notifying the student and the department in writing of judgment and informing the student of the right to a state appeal process and the address to which appeals may be sent.

13. If the student accepts the judgment of hearing panel, the process ends. Level-4 Appeal
14. If the student challenges the judgment, the student appeals in writing within thirty days (30) to
a. State Appeals Review Committee.

i. **Jonathan Tafel** - Associate Vice Chancellor for Academic & Access Programs Phone: (614) 466-3561 E-mail: jtafel@regents.state.oh.us
ii. **Paula Compton** - Director, Articulations and Transfer Phone: (614) 466-3334 E-mail: pcompton@regents.state.oh.us
15. The State Appeals Review Committee shall
a. Notify the student and the institution of the date of the hearing and requested information.
b. Hold a hearing (conducted by the Articulation and Transfer Appeals Review Committee – ATARC)
c. Notify student and the institution of the *advisory judgment*.
16. The institution considers the *advisory judgment* of the ATARC.
17. The institution notifies the student of the disposition of the *advisory judgment*.
18. The process ends.