



## 412.2 - Transfer Credit Appeal

### Purpose:

Bismarck State College allows students the opportunity to question the transfer decisions concerning their academic record.

### Procedure:

1. Students have the right to appeal transfer credit decisions by submitting a [BSC Academic Transfer Appeal form](#).
  - The student must provide a course syllabus from the institution for the course(s).
2. The Academic Records office will review the course syllabus and, if needed, forward to the appropriate Assistant Dean for review.
3. The Academic Records office will notify the student of the decision in the form of an email to the student's BSC email address.
4. The review process could take up to one month.
5. Challenging the final decision requires the student to contact the appropriate [Academic Dean](#).
6. The Dean will notify the student if any further information is needed and will give the student a written response of the decision.
7. A student may appeal academic transfer decisions made by BSC from another NDUS institution after exhausting all BSC campus appeal steps listed above.
  - NDUS appeal must refer to one of the following statewide transfer procedures:
    - The General Education Requirements Transfer Agreements (GERTA)
    - Alternative General Education Program (AGEP)
    - Common Course Numbering (CCN)
    - Credit-by-Exams
    - Articulation agreements or Memorandum of Understanding/Agreements
    - Military General Education Requirements Transfer Agreements (GERTA)

Refer to NDUS Procedure 412.2 – Transfer Appeal for further information.

**References:**

[SBHE 412 Transfer Credits](#)

[NDUS 412.2 – Transfer Appeal](#)

**History of This Procedure:** Reviewed by Campus Council, August 31, 2022, BSC Presidential approval September 1<sup>st</sup>, 2022.