

## ***Student Appeal Procedure for Incoming Transfer Equivalency Decisions***

The Bismarck State College Academic Records office performs the evaluation of all official college transcripts for degree-seeking students. Students have the right appeal academic transfer decisions made by Bismarck State College. This procedure allows student the opportunity to question the transfer decisions concerning their academic record.

### **Procedure:**

1. The student should provide a written notification, by U.S. postal mail, fax or email using their official Bismarck State College email address, of the appeal request.
  - a. The written notification should include the student's name, student ID number, along with the transfer institution's name and course(s) in question.
  - b. The student should provide a course syllabus from the institution for the course taken. The syllabus must include the dates the course was taken.
2. The Academic Records office will review the course syllabus and, if needed, forward to the Department Chair(s) for review.
3. The Academic Records office will notify the student of the decision made by sending an email to the student's BSC email address within two weeks of receipt of the written request.
4. If the student would like to further appeal the decision, they may send a letter or email (again using their official BSC email address) to the Dean of Academic Affairs.
5. The Dean will notify the student if any further information is needed and will give the student a written response of the decision within two weeks of receiving the appeal.