



# KANSAS SYSTEMWIDE TRANSFER APPEAL PROCESS

## Conditions of Appeal

A systemwide appeal process ensures equitable resolution of course transfer concerns between institutions, and institutional appeal processes ensure students a clear path for petitioning disputes regarding course transfer decisions on individual campuses. Cases may be appealed in which institutions are unable to resolve disagreements regarding transferring a course approved by the Kansas Board of Regents for Systemwide Transfer. In such cases, institutions may submit an appeal to the Kansas Board of Regents Vice President for Academic Affairs within 30 calendar days of notification of a transfer denial, or other unresolved concerns.

These conditions are required for systemwide appeals:

1. Course must be approved for SWT.
2. Appeal processes have been exhausted at the institutional levels.
3. Evidence of decisions or actions inconsistent with the Kansas systemwide transfer policy.

To initiate the systemwide appeal process, a written request must be submitted to the Kansas Board of Regents Vice President for Academic Affairs. Each request must include the following:

1. Written documentation that the appeal processes and discussions for resolution have been exhausted at both institutions;
2. Supporting documents, which could include course descriptions, course syllabi, course objectives, learning outcomes, transcripts or other relevant information; and
3. Rationale as to why the appeal should be supported.

## Appeal Procedures

1. Appeals must be submitted by the Chief Academic Officer or designee to the Kansas Board of Regents Vice President for Academic Affairs, who will refer the appeal to the TAAC.
2. The Quality Assurance Subcommittee will review arguments and evidence presented in the appeal at the next regularly scheduled meeting and make a recommendation to the full TAAC.
3. TAAC reviews the recommendation of the Quality Assurance Subcommittee; decides to approve or deny the appeal; and will inform all parties involved.
  - a. If institutions accept the decision of TAAC, the process ends; or
  - b. If institutions disagree with the decision of TAAC, the Chief Academic Officer or designee can appeal to the Kansas Board of Regents President/CEO, or designee.
4. The President/CEO, or designee, will convene an *ad hoc* Appeal Subcommittee composed of three members of the TAAC, with one of the members being a Regent Board member. No member of the *ad hoc* Appeal Subcommittee may be from an institution involved in the appeal. The President/CEO, or designee, and the *ad hoc* Appeal Subcommittee will review all documentation provided through the systemwide appeal process, and will make a final determination, to either:
  - a. Uphold the decision of TAAC and require institutions to abide by that decision; or
  - b. Overturn the decision of TAAC, in which institutions are not required to implement TAAC's decision.