

Statewide Articulation & Transfer Council (SATC) Transfer/Articulation Appealsⁱ

Students are often unaware of the options they have when the credits they earn at one institution are not transferred and accepted at another; while those students who are aware of the options often feel intimidated and do not know where to begin. Most disagreements between transferring students and receiving institutions regarding the transfer and acceptance of credits earned at Louisiana institutions can be resolved at the campus level. Accordingly, SATC recommends the following formal appeal process when the transfer and articulation of credits are denied.

- Each institution shall have an individual appointed as the single point of contact who is prepared to advise and assist students seeking transfer/articulation information or support.ⁱⁱ A list of each college's transfer contact will be maintained by the Board of Regents and accessible via the Board of Regent's webpage.
- Each institution shall have an *Appeal Process* (and chain of command) and publicize it in such a way that it is known to all staff/faculty interacting with students/visitors who may question actions or policy decisions. A condensed version of the Appeal Process, that is readily understandable to students, should be publicized on the institution's Transfer Information web page.
- Failure to articulate coursework that appears similar (e.g., by title, level, and catalog description) shall be reported back to the originating institution to address issues of equivalency and possible revisions to course content to achieve future transferability.

NOTES:

It is possible that a course may transfer/articulate for general credit but not for degree credit in the major.

Individuals identified as points of contact at both the original and transfer institutions should provide assistance, if requested, so as to support the argument of appeal, understand the outcomes so as to advise future transfer students, and facilitate faculty discussions of course equivalence and/or revision.

The final decision on whether or how a course articulates rests with the receiving campus. External parties (e.g., members of the originating campus, system office, or governing or coordinating boards) may make observations regarding due process, precedence, merits, etc., but their recommendations are nonbinding.

ⁱ **§17:3162. Statewide Articulation and Transfer Council**; creation; purpose; membership; duties and responsibilities.

A. The commissioner of higher education, in consultation with the postsecondary education management boards and the State Board of Elementary and Secondary Education, shall establish a Statewide Articulation and Transfer Council, hereinafter referred to as the "council," that shall report to the commissioner of higher education. All council recommendations and decisions shall be submitted to the commissioner of higher education for presentation to the Board of Regents for approval. ...

C. The council shall, with appropriate faculty consultation: ...

(11) Establish an appeals process to resolve disagreements between transferring students and receiving educational institutions regarding the transfer and acceptance of credits earned at another institution.

ⁱⁱ **§ 17: 3166. Student guidance and counseling.**

B. Each educational institution shall designate an existing staff or faculty member to serve as a transfer counselor to advise students and administer articulation and transfer functions and operations.