



KANSAS SYSTEMWIDE TRANSFER INSTITUTIONAL APPEAL PROCESS

Conditions of Appeal

For established systemwide transfer courses, a systemwide appeal process ensures equitable resolution of course transfer concerns between institutions. Student appeals must be handled at the institutional level. Concerns between institutions and TAAC about the inclusion of courses in SWT are handled through the clarification and adjudication process. Institutions may appeal if unable to resolve disagreements with other institutions regarding the transfer of courses approved by the Kansas Board of Regents for Systemwide Transfer.

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. 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.
2. TAAC will review arguments and evidence presented in the appeal at the next regularly scheduled meeting.
3. If necessary, the Quality Assurance Subcommittee will meet separately to further review arguments and evidence and make a recommendation to TAAC to approve or deny the appeal.
4. TAAC will inform all parties involved of their decision.
5. If institutions accept the decision of TAAC, the process ends; or
6. 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.
7. 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:
 8. Uphold the decision of TAAC and require institutions to abide by that decision; or
 9. Overturn the decision of TAAC, in which institutions are not required to implement TAAC's decision.