

**Bucks County Community College
Newtown, Pennsylvania**

**Transfer and Articulation Oversight Committee
Student Appeal Process**

The Bucks County Community College Committee for Transfer and Articulation Oversight Committee (TAOC) appeals includes the Assistant Director of Admissions, the appropriate Department Dean, and the Associate Provost, Academic and Curricular Services. The function of this committee is to address appeals regarding the transfer of credits by students transferring from one TAOC institution to another.

Appeals Procedure

1. The student must arrange to have transcript sent from the college where he/she completed coursework and submit the Bucks *Transcript Evaluation Request Form* (see attached) available at <http://www.bucks.edu/admissions/info/transferecreditsandtranscriptevaluations/>.
2. The Assistant Director of Admissions will review the transcript and post appropriate credits to the student's Bucks transcript. Appropriate credits are those that will apply to the Bucks program of study (POS).
3. After such review, if the student believes a course (or courses) should be applied to the Bucks transcript but was not, the student will submit a *Transfer Credit Resolution Form* (see attached) available at www.bucks.edu/forms/transfercreditform.pdf, as well as copies of the course description and the course format or syllabus, to the Assistant Director of Admissions.
4. After review of this additional information
 - a. if the Assistant Director of Admissions believes the course does meet Bucks POS requirements, the course will be applied to the student's transcript.
 - b. if the Assistant Director of Admissions believes the course does not meet Bucks POS requirements, the student may appeal to the Dean of the department where the course resides, presenting the course description and course format or syllabus.
5. The Dean will review the request and course material, conferring with department faculty as appropriate.
6. After review,
 - a. if the Dean believes this course does meet Bucks POS requirements, he/she will so notify the Assistant Director of Admissions, who will apply the course to the Bucks transcript.
 - b. if the Dean believes this course does not meet Bucks POS requirements, he/she will so notify the student.
7. Any questions beyond this will be directed to the Associate Provost, Academic and Curricular Services (ACS). If both the Assistant Director of Admissions and the Dean have declined to accept the course and the student wishes to make a final appeal, that appeal will be directed to the Associate Provost, ACS.

Bucks County Community College Phone Number: (215) 968-8100
Office of Admissions Fax Number: (215) 968-8110
Pemberton Hall
275 Swamp Road
Newtown, PA 18940

TRANSCRIPT EVALUATION REQUEST FORM

FOR STUDENTS ENTERING BCCC DURING THE FALL AND/OR SPRING SEMESTER

Before your transcripts can be evaluated for potential transfer credit, you must have an application on file with BCCC. Once your application is on file, any colleges/universities you previously attended should mail an official copy of your transcript to the attention of **Rebecca Axe**. Your official transcripts *and* this completed form must be received by the Admissions Office before an evaluation will occur. If any course descriptions or syllabi are needed, it will be your responsibility to obtain and submit these documents to the Office of Admissions in order to complete the evaluation.

PLEASE PRINT LEGIBLY:

Name: _____
(Last) (First) (M.I.) (Maiden and/or Former Last Name)
BCCC Student ID #: _____ Social Security # (optional): _____
Telephone Number: _____ (day) _____ (evening)
Are you currently enrolled in courses at BCCC? yes / no
If not, when were you last enrolled at BCCC *and/or* when do you plan to enroll at BCCC? _____

Please list which college(s) you are having your transcript(s) sent from below:

Please check this box if we are receiving your transcript(s) in order to be evaluated for potential exemptions from Placement Testing *only*. **If you check this box, we will not evaluate your transcript(s) for prerequisite waivers or for potential transfer credit at this time.** In the future, you may choose to have your transcript(s) evaluated by filling out a Transfer Credit Resolution Form (which is available online at <http://bucks.edu/forms/transfercreditform.pdf>). If you would only like specific courses to be evaluated for transfer credit, or if you are sending us a transcript in order to meet the prerequisites for certain classes offered at BCCC, please list those courses here:

PLEASE NOTE: Bucks County Community College does not grant transfer credit for: 1) refresher or remedial courses, 2) courses for which you earned a letter grade less than a "C" at the issuing institution, 3) courses for which you earned proficiency credit (for example, Pass/Fail and Satisfactory/Unsatisfactory), 4) courses for which you have been exempted from taking through testing that was completed at a college other than BCCC, 5) courses that are not required in order to complete your major at BCCC, and 6) courses taken at institutions which are not regionally accredited at the post secondary school (aka College) level.

A maximum of 30 credits may be earned through external transfer credit. It can take up to a month to complete an evaluation once both a copy of your transcript(s) *and* this completed form have been received by the Admissions Office. To have your transcript(s) evaluated for potential transfer credit, please indicate your BCCC major: _____
(For a listing of all BCCC majors, please consult http://www.bucks.edu/catalog/majors_2002.html)

If you choose to have your transcript(s) evaluated for potential transfer credit, you will be notified by standard mail once your evaluation has been completed and your transfer credits have been posted to your student record at the College. To see how the courses that have been transferred in apply to your BCCC major, you will need to check your program evaluation by logging on to Web Advisor (<https://pebbles.bucks.edu/>). You may also check your Placement Testing Scores by logging on to WebAdvisor.

Student's Signature: _____ Date: _____

TRANSFER CREDIT RESOLUTION FORM

Name: _____
(Last) (First) (M.I.) (Maiden or Former Name)

Student #: _____ Social Security # (optional): _____

Telephone: _____ (day) _____ (evening)

Previous institution(s) attended: _____

Are you currently enrolled at BCCC? _____ If not, when were you last enrolled? _____

Reason for resolution request (please check one):

_____ Transcript was never evaluated

_____ Credit Evaluation Report was not received

_____ Desired courses were not transferred to BCCC transcript. Please list specific courses.
(You may write on the back of this form, if needed)

_____ Other Credit Evaluation Concerns (Please explain on the back of this form)

* _____ Changed/Changing BCCC major from _____ to _____

* **NOTE:** If you have not already completed a CHANGE OF MAJOR FORM, and your reason for this request is because you intend to pursue a major different from the one currently on file, you must fill out the information below:

Reason for making change (Please check one):

Change in career plans Recommended by advisor

Current major too difficult Recommended by counselor

Current major too easy Other: _____

I am aware that this change of major may affect my future schedule planning and/or duration of study at B.C.C.C. I understand that it is my responsibility to meet with an academic advisor appropriate for my new major at my earliest convenience.

Student's Signature: _____ Date: _____

Please remember the following transfer credit guidelines (as stated in the college catalog):

- All OFFICIAL transcripts received from ACCREDITED colleges and universities will AUTOMATICALLY be evaluated for potential transfer credit by the Office of Admissions, Records and Registration.
- Credit will be granted only for courses that pertain to the student's program of study and/or are needed as prerequisites for higher level course work.
- A maximum of 30 credits may be earned through external transfer credit.

Please allow approximately 3 weeks for your transfer credit resolution request to be processed. Once it has been completed, you will be notified by mail as to the result of your reevaluation request. Thank you!