

Transfer Course Evaluation Appeal Policy

Including General Education Equivalency

This policy outlines how students can appeal transfer course evaluation decisions, including General Education courses.

Eligibility

Student or Advisor may submit an appeal if:

- A transfer course has already been evaluated by LSSU, **and/or**
 - A course was not accepted as equivalent to a specific LSSU General Education course (e.g., HUGE 100, MAGE 100), and was instead listed as a general or program-specific elective (e.g., TRAN 177, BIOL 277).
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Appeal Process

Step 1: Submit Appeal to Provost's Office

Transfer Appeals Form

Students or advisors should email the appeal form and documents to **provost@lssu.edu**. Include:

- **A brief statement** explaining the appeal.
- **Justification** linking the transfer course to the LSSU equivalent or a General Education Learning Outcome. Attach the course description and syllabus.
- **The remedy** you are requesting (e.g., specific course equivalency).

For an example, [click here](#).

Step 2: Provost Review

The Provost makes the final decision based on the following:

- **Discipline Review:** The Dean and/or School Chair of the relevant area will review the original evaluation. If a change is needed, a Transfer Correction Form is submitted, and the student and advisor are notified.
- **Subcommittee Review (General Education Appeals Only):**
If the course isn't accepted through the Discipline Review:
 - For **learning outcome alignment**, a General Education Sub-Committee will review.
 - For **all other issues including the number of credits**, a sub-committee of the Scholastic Standards Committee will review.

The Provost will notify the student and advisor of the final decision. If the proposed remedy is not accepted, the Provost will meet with the applicant to explore alternative pathways, such as the Credit for Prior Learning process.

Note: Subcommittees meet four times a year (within 10 working days of: Sept 15, Nov 1, Feb 1, and Mar 15).

LSSU General Education Learning Outcomes

Graduates will be able to:

- **Oral Communication:** Speak effectively in different settings.
- **Written Communication:** Write clearly and persuasively.
- **Humanities:** Understand and explain human culture and arts.
- **Diversity:** Appreciate different cultural perspectives.
- **Natural Science:** Use evidence to understand natural phenomena.
- **Social Science:** Analyze human behavior critically.
- **Mathematics:** Use math to solve problems and make decisions.

General Education Course Codes (Non-Specific Equivalents)

- HUGE 100 – Humanities
- MAGE 100 – Mathematics
- NSGE 100 – Natural Science
- SDGE 100 – Diversity
- ECGE / GGGE / HSGE / PSGE / PYGE / SOGE100 – Social Sciences by discipline
 - ECGE: Economics
 - GGGE: Geography
 - HSGE: History
 - PSGE: Political Science
 - PYGE: Psychology
 - SOGE: Social Science