

SUNY Canton Transfer Credit Appeal Process

Eligibility: This process is only for SUNY students in associate degree programs who have been accepted or are currently enrolled in baccalaureate programs at a SUNY institution, and who do not agree with the campus decision regarding acceptance or placement of credit earned elsewhere at SUNY.

Resolution of appeals involving the transfer of credits from other SUNY institutions to SUNY Canton will be the responsibility of the SUNY Canton Provost, with recommendations from the Canton Transfer Appeal Review Committee.

Canton Transfer Appeal Review Committee Membership:

Provost (Chair)

Dean of the School into which the appealed credits would transfer

Registrar

Admissions representative

Credit transfer evaluator

Upon receipt of a request for transfer credit appeal, within 10 business days the Provost will:

1. Call together the committee (may be by email, teleconference, or face-to-face)
2. With the committee's input, consider the appeal documents
3. Investigate and receive additional information as appropriate
4. Prepare a written resolution of the appeal decision
5. Notify the appealing student of the outcome of the appeal
6. Notify the appealing student of the right to appeal to SUNY Central

A copy of the written resolution of the appeal will be maintained in the Provost's office for a period of five years.

If the appeal is not approved, a copy of the written resolution of the appeal will be forwarded to the SUNY (central) Provost's office.

The SUNY (central) Provost may override or reverse the SUNY Canton appeal decision and upon notification of reversal of the SUNY Canton appeal decision by the SUNY (central) Provost's office, the SUNY Canton Provost will be responsible to ensure that the transfer credits are accepted by SUNY Canton and recorded on the student's transcript.

SUNY Canton Transfer Credit Student Appeal Form

Date:

Name:

Program and School at SUNY Canton:

Address:

Contact #:

SUNY College Transferring From:
Course Wanting to Transfer:

SUNY Canton School Transferring to:
Course Wanting Credit For:

Eligibility: This process is only for SUNY students in Associate degree programs who have been accepted or are currently enrolled in Baccalaureate programs at a SUNY institution.

Along with this cover sheet, the following information is required:

1. a letter outlining the reasons for the appeal
2. a transcript from the college where course was taken for which you are requesting transfer credit
3. a syllabus of the course the student has taken
4. a syllabus of the SUNY Canton course for which the student would like credit (if available)

All information should be sent or delivered to:

Provost Office
FOB 602
SUNY Canton
34 Cornell Drive
Canton, NY 13617