

SUNY Transfer Credits Student Appeal Form

Date:

Name:

Address:

Contact #:

SUNY College Transferring From:

Course Wanting to Transfer:

SUNY College Transferring to:

Course Wanting Credit or Placement 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, and who do not agree with the campus decision regarding acceptance or placement of credit earned elsewhere at SUNY.

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

- a letter outlining the reasons for the appeal
- documentation of campus appeal application
- a transcript from the college transferring from
- a syllabus of the course the student has taken
- a syllabus of the course the student would like credit for (if available)
- a copy of the campus response form (see attached) from the SUNY institution explaining why the course credit was not accepted.

All information should be sent (preferably by certified mail) to:

Dr. Risa Palm
Provost and Vice Chancellor for Academic Affairs
SUNY System Administration
One University Plaza
Albany, NY 12246

**SUNY Transfer Credits
Campus Response Form**

Date:

Campus:

Student appealing campus decision:

SUNY College Transferring From:
Course Wanting to Transfer:

SUNY College Transferring to:
Course Wanting Credit For:

Reason for the campus action regarding student appeal:

Campus Provost/Provost's designee