



Policy Type (choose one): **New** or Existing

Recommended By: Melissa Evans, Executive Director of Enrollment,  
11/25/24

Effective Date:

Last Review Date:

Policy Contact: Coordinator of Transfer Services

Contact Phone: (315) 386-7123

---

## Online Course Credit Evaluation Policy

### I. SCOPE

This policy applies to transfer students and current students that complete coursework through self-paced, online course organizations.

### II. POLICY STATEMENT

This policy ensures consistent transferability of courses from self-paced, online course organizations, and addresses the process of evaluating transfer coursework.

### III. POLICY

This policy is designed to accept credits from self-paced, online course organizations as lower-level electives.

### IV. DEFINITIONS

None

### V. OTHER RELATED INFORMATION

None

### VI. PROCEDURES

1. Students must request an official transcript from their self-paced, online course organization.
2. The Transfer Team will review the transcript. If a course is not already in the transfer database, information regarding the course and organization will be sent to the appropriate Dean's Office for faculty review.
3. The faculty will identify equivalencies for lower-level electives. The Transfer Team will enter the credit accordingly based on the faculty evaluation. Equivalencies will be entered into the transfer database by the Transfer Team for future evaluations.

### VII. FORMS

None

### VIII. AUTHORITY

None

## IX. HISTORY

Other State Universities of New York award credit for self-paced, online course organizations.

## X. APPENDICES

None

## XI. FREQUENCY OF REVIEW AND UPDATE

Policies will have a normal review period of every five (5) years unless required otherwise.

## XII. SIGNATURE, TITLE, AND DATE OF APPROVAL

**Zvi Szafran**  
Policy Approver – Printed Name

---

**Policy Approver – Signature**

President
Title

**6/5/25**  
**Date of Approval**