

Transfer Credit Appeal Form

Please attach a copy of the catalog course description and a syllabus for the course.

Name: _____ Fredonia ID: _____

Local Address: _____ Local Phone: _____

Email: _____

Subject, Course No. and Title of Course being reviewed: _____

Course completed at (name of college): _____

Requesting equivalency for:
_____ Fredonia course (Subject, Course No., Title) _____
_____ CCC category: _____
_____ Elective credit _____

Please provide a brief reason for your appeal:

Signature _____ Date _____

Departmental/CCC Review Date received _____

_____ Appeal Approved *(Notify the student via email and forward the form to the Registrar's Office.)*

_____ Appeal Denied *(Notify student via email. Retain the form for 5 days. If the form is not picked up in 5 working days, forward to the Registrar's Office.)*

Rationale for decision:

Name of reviewer:

Signature: _____ Date _____

Dean/Assoc. Vice President Review Date received: _____

_____ Appeal Approved

_____ Appeal Denied

Rationale for decision:

Signature: _____ Date _____

(Notify the student via email and forward the form to the Registrar's Office.)

SUNY Fredonia Transfer Credit Appeal

This appeal process should be used when a student questions how a particular transfer course was evaluated (that is, whether the course was equated to a specific SUNY Fredonia course or applied to a particular SUNY Fredonia degree requirement). The appeal must be made during the student's first semester of enrollment at SUNY Fredonia.

The process proceeds as follows:

1. The student contacts a transfer counselor in the Registrar's Office regarding the course in question. The counselor will determine if a revision can be made immediately or will explain the appeal process.
2. If a formal appeal is requested, the student will complete the Transfer Credit Appeal Form and submit it to the appropriate department chairperson/program director or CCC Director. *The appeal must be accompanied by a course description and syllabus from the previous school.*
3. The appeal will be reviewed, and a decision made, within five working days* of receipt of the form. The department chair/director will e-mail the decision to the student. If the appeal is approved, the form will be returned to the Registrar's Office.
4. In considering the appeal, it is appropriate for SUNY Fredonia to consider factors beyond simply the topics covered in the course. The instructional methods used in the course and the methods used to assess student learning may also be considered. In addition, some Fredonia programs require an audition or portfolio of student work as part of the admissions process. Based on the audition or portfolio review, a student may be required to "repeat" coursework that, based simply on a course description, the student has already completed. This is done in the interest of the student, to assure that the student has the requisite skills to be successful in the SUNY Fredonia program.
5. If the appeal is not approved, the student will have five working days* to pick up the appeal form from the department and submit it to the appropriate office for the final review:
 - The appropriate dean will review credit or equivalency appeals.
 - The Associate Vice President for Academic Affairs will review CCC appeals.
6. The Dean or Associate Vice President will make a final decision within five working days* of receipt of the form. He/She will e-mail the decision to the student. The form will be returned to the Registrar's Office.

For students transferring to SUNY Fredonia from a SUNY two-year institution: If you are not satisfied with the SUNY Fredonia decision regarding your transfer credit appeal, you may appeal to the SUNY Provost. The form for doing this and the instructions are available at:

<http://www.suny.edu/provost/transfer/studentform.cfm>

*Please note: Working days are defined as days when University classes are in session during the Fall and Spring semesters, excluding weekends.