



State University of New York Student Transfer Credit Appeal Form

This process is for SUNY students who have been accepted or are enrolled as matriculated students at a SUNY institution who are appealing the placement of credit earned at another SUNY institution.

If a student does not agree with a SUNY college's decision on the granting or placement of credit that was earned at a prior SUNY institution, the student has the right to submit an appeal to the receiving campus. If the decision is unchanged, or a response is not received in 15 business days, the student may appeal by submitting this form along with the required materials.

Student Information

Date: _____ Student Name: _____

Address: _____

Contact Phone: _____ Contact Email: _____

SUNY Institution Transferring From: _____ Course: _____

SUNY Institution Transferring To: _____

Course Requesting: _____
Provide the requested course equivalency, and the requirement or placement being sought.

Required Materials

Along with this form, the following information is required:

- a letter outlining the reasons for the appeal.
- documentation of campus appeal application or request.
- a copy of the transcript from the college transferring from.
- a syllabus of the course that was taken.
- a syllabus of the course equivalent being requested (if applicable/available).
- a copy of the response from the SUNY institution explaining why the course credit was not accepted.

FERPA Consent to Release Academic Information

By submitting this form, you authorize University Officials to view and discuss your academic record with the transferring and receiving institutions in accordance with the Family Education Rights and Privacy Act (FERPA, 20 U.S.C. § 1232g; 34 CFR Part 99).

- I authorize University Officials to view and receive and discuss my academic records for the purposes of reviewing this petition with the transferring and receiving institutions.

Student Signature: _____ Date: _____

Submit your materials by emailing sunytransfer@suny.edu. Please include this form and other materials as attachments. You may also use certified mail to send your request:

Dr. Thomas Hanford
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SUNY System Administration
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