

College at Brockport Transfer Credit Student Appeal Form

Date:

Name:

Banner ID #:

800

Contact information

Current mailing address:

Phone number:

Email:

1. SUNY College Transfer Course (College at which course was completed; Discipline/Number/Title):

2. Brockport course for which equivalency is requested (Discipline/Number/Title):

3. The following criteria of eligibility must be met in order to appeal:

- This process is available to SUNY students who are transferring lower-division credits from a SUNY A.A. or A.S. degree program, or to active Brockport students, who have recently completed lower-division course work at another SUNY institution. [Eligible courses will generally have been completed within two years of admission to Brockport, however, department chairs have the discretion to allow appeal of courses taken at an earlier date.]

- These students must have either accepted admission to, or are currently enrolled in, baccalaureate programs at The College at Brockport, and must have all official final transcripts on file with the College.

- Students who disagree with The College at Brockport's decision regarding the acceptance or placement of credit earned elsewhere in SUNY, as indicated on their Brockport Degree Works Audit or by Notice Award of Transfer Credit, have until the mid-point of their first semester of attendance at The College at Brockport to file an appeal. Those continually enrolled who have earned credits elsewhere, and disagree with The College at Brockport's articulation decision, will likewise have until the mid-point of the semester immediately following that in which the credits were earned to file their appeal.

4. Along with this cover sheet, the following information is **REQUIRED**:
- a letter outlining the reasons for the appeal
 - all official final transcripts of prior college credits earned should be on file with the College
 - the course description and syllabus of the specific course the student has taken at another college
 - the course description and syllabus (if available) of the Brockport course for which the student would like to receive transfer credit
 - [For appeals forwarded to System Administration] a copy of the Campus Response Form (see attached) from the College at Brockport with the explanation of the campus decision.

5. Brockport Local Appeal Process:

- The student filing the appeal begins the process by delivering this form and all appended documentation to the Office of Transfer Credit Services, which will mark the appeal with the date received and immediately forward the file to the appropriate department chair.
- The department chair will attach a copy of the syllabus from the Brockport course for which transfer credit is claimed, if one has not already been provided.
- The department chair will consider the request and decide to sustain or reject the appeal.
- **If the department chair sustains the appeal**, s/he simply returns the appeal material to Transfer Credit Services with the request that the student be given transfer equivalency credit as approved. The appealing student's Degree Audit will be adjusted to reflect the new articulation. The student will be so informed. If the chairperson has ruled that the equivalency is applicable for all students, the campus transfer articulation tables will be changed to reflect the newly established course equivalency.
- **If the department chair rejects the appeal**, s/he will attach her/his opinion in writing to the file and return it to Transfer Credit Services within ten business days.
- Transfer Credit Services will notify the student and determine whether the student wishes to appeal to the Vice Provost for Academic Affairs.
- **If the student wishes to continue the appeal**, the Vice Provost's Office will review the appeal documents; may consult with the department chairperson and the dean; and make an independent determination on the matter within an additional five business days. **If the Vice Provost supports the department's judgment against the appeal**, the student and the Office of Transfer Credit Services will be notified in writing of this decision and no other action will be taken. The Vice Provost's decision is the final level of campus review. The student will be informed of his/her further right of appeal to SUNY System Administration.

6. SUNY System Administration Appeal Process:

- **At the student's request**, the Vice Provost will send the rejected appeal to the SUNY System Administration level by certified mail to the SUNY Provost and Vice Chancellor for Academic Affairs. The appeal will include all relevant information, including the SUNY Transfer Credits Campus Response Form.

- The College at Brockport campus will adhere to whatever decision on the appeal is returned from the SUNY Provost to the Brockport Vice Provost.

**SUNY Transfer Credit Appeal Form
Campus Response Form**

Date:

SUNY Campus forwarding the student appeal:

Student appealing campus decision (Name and Banner ID):

SUNY College at which the course in question was completed:

Course (Discipline/Number/Title) for which transfer credit is requested:

Brockport course (Discipline/Number/Title) for which equivalency credit is requested:

ACTION ON APPEAL:

Department Chair Decision: Equivalency Approved ___ This student only ___ All students ___
Equivalency Denied ___

If the requested equivalency for the transfer course was denied, state reason(s) below:

Department Chair Signature: _____ Date: _____

Vice Provost's Comments on appeal:

Vice Provost's Signature: _____ Date: _____