

Procedure:	Transfer Credit	Procedure No.:	AA4022.1
Authority:	College President	Associated Policy Reference No.:	AA4022
Procedure Owner:	VP Academic Affairs	Responsible Party:	Registrar
Approved:	12/10/2003		
Revised:	4/12/2018 01/14/2025		

Purpose

The purpose of this procedure is to establish the process for evaluating transfer credit.

Statement of the Procedure

Transfer credit evaluations are conducted by the Registrar's Office upon matriculation (acceptance) into a program of study.

It is the responsibility of the student to request that all official transcripts are sent to the Admissions Office at SUNY Broome as soon as possible.

College credits are evaluated based on applicability to the program in which the student is enrolled.

Transfer credit is based upon course equivalencies, including course levels, course descriptions, and learning outcomes. Course syllabus and textbooks may also be reviewed for transfer credit evaluation. At least 70% of the course content should be equivalent in order to transfer the credit. When the credit is transferrable but the course credit is less than the SUNY Broome course, the remaining credit will need to be earned (or possibly waived or substituted) for program certification purposes.

When a course is accepted for transfer credit from another college, a grade of "T" will be noted on the transcript. The "T" grade carries no point value; therefore, it is not considered when calculating the grade point average. A grade of "T" is counted towards attempted and earned hours. Once transfer credit is accepted, it cannot be removed from the student transcript.

Students applying for foreign credit transfer must submit an official evaluation of foreign educational credentials from an accredited evaluation agency. Students seeking credit for prior learning should refer to the [Credit for Prior Learning policy](#).

Transfer credits are considered, regardless of when the course(s) was taken. Exceptions must be approved by the division dean.

Students who disagree with the College’s decision on granting credit earned at a prior institution have the right to submit a written appeal to their division Dean. Students should be prepared to provide material to support their case, such as the course description and/or syllabus in question. When the required information is received, the Dean will provide a written response within 7 business days. If the decision finds merit to change the course to meet a major requirement, the Registrar’s Office will notify the student of the change to their transcript.

If the decision is unchanged, the student may appeal to the VPAA. The student should provide the course description and/or syllabus in question, as well as a copy of the Dean’s decision. The VPAA will provide a written response to the student and the Dean within 7 business days. If the decision finds merit to change the course to meet a major requirement, the Registrar’s Office will notify the student of the change to their transcript.

If the student would like to further appeal this matter, they may appeal to the State University of New York (SUNY): <https://system.suny.edu/academic-affairs/student-mobility/student-transfer-appeal-process/>

Related Policies (by number)

AA4006 Academic Code Policy

AA4020 Transfer Credit Policy

Action <i>(Created, Reviewed, Retired)</i>	Date	Initials	Position Title
Created	12/10/2003		
Revised	04/12/2018		
Revised	05/1/2024	PK	VP Academic Affairs