



# BUFFALO STATE

The State University of New York

## Transfer Credit Appeal Form

Date: \_\_\_\_\_

Student Name: \_\_\_\_\_ Banner ID: \_\_\_\_\_

Student Buffalo State email: \_\_\_\_\_

Student phone numbers: \_\_\_\_\_

Course whose transfer status is being appealed (course must have been taken prior to attending SUNY Buffalo State):

Transferring Institution: \_\_\_\_\_

Course Title: \_\_\_\_\_

Course Number: \_\_\_\_\_

Prerequisites: \_\_\_\_\_  
\_\_\_\_\_

Catalog description: please attach to form

Along with this cover sheet please include the following:

a letter outlining the reasons for the appeal, including how and why the course should transfer (optional);

a syllabus of the course to be transferred;

Submit materials to the academic department chair for transfer course in question.

**\*DEPARTMENT CHAIR MUST SIGN AND DATE THIS FORM**  
(Date Received constitutes the beginning of the 10 day notification process)

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\_\_\_\_\_  
\*Department Chair or designee Date Received

ACCEPTED\* as equivalent to Buffalo State Course: \_\_\_\_\_

Effective: Spring Summer Fall 20

\_\_\_\_ For this student only OR \_\_\_\_ For all students

DENIED

\_\_\_\_\_  
Department Chair or designee Date of Decision

\*Approval by the chair is subject to verification by Admissions that the course is eligible for acceptance at SUNY Buffalo State.

Once a decision has been made, please return to Moot Hall room 110.

Revised 2/18/2011

## **SUNY Buffalo State Transfer Credit Appeal Process**

This process is to be used by any student who wishes to appeal the decision of the campus to deny transfer credit for a particular course.

A student with transfer credit must submit an official academic transcript directly from the registrar's office of the granting institution to the admissions office at SUNY Buffalo State. The admissions office, after consulting with involved academic departments (if needed), and applying all appropriate academic regulations, will complete and process a transfer credit evaluation.

The admissions office notifies the student of accepted transfer credit and provides the student a copy of the appeal process and the website from which an appeal application can be obtained. The website is <http://buffalostate.edu/students.xml> . Transfer credit results are also communicated to the student's academic department chair and advisor.

A student wishing to challenge course credits not transferred must complete the *SUNY Transfer Credit Appeal form* found on the website <http://buffalostate.edu/students.xml> and submit it to their academic department chair for reconsideration. The department chair gives the student a signed and dated copy of the appeal form, thus acknowledging receipt of the appeal and establishing day 1 of the review process.

Within ten days of receipt of the appeal, the department chair will notify the student of the results of their review. Any changes will be communicated to the admissions office for official processing.

Upon making a determination denying the appeal, the department chair will provide the student with information and the necessary documents for appealing to the SUNY Provost Office should they decide to pursue the issue further.

Transfer Credit Appeal Contact:

**Ms. Renee Conners - Transfer & Articulation Adviser**

Admissions Office

Moot Hall 110

SUNY Buffalo State

1300 Elmwood Ave.

Buffalo, NY 14222

Fax: (716) 878-6100

E-mail: [connerre@buffalostate.edu](mailto:connerre@buffalostate.edu)