



Transfer Credit Appeal Form

Date: _____ Banner ID: _____

Student Name: _____

Buffalo State Email Address: _____

Transfer course you are appealing:

Transfer Institution: _____

Course Title: _____

Course prefix & number: _____

Along with this form, please attach a catalog description of the course and/or a copy of the syllabus for the course you are wishing to transfer. You may also submit a letter outlining the reasons for the appeal, including how and why the course should transfer.

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

DEPARTMENT CHAIR MUST SIGN AND DATE THIS FORM
(Date received constitutes the beginning of the 10-day notification process)

Department: _____ Date received: _____

Signature of Chair or designee: _____

ACCEPTED* as equivalent to Buffalo State course: _____

Effective: Spring Fall 20__ **For this student only** **OR** **For all students**

DENIED

Signature of 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 110 or scan and email to transfer@buffalostate.edu.

FOR OFFICE USE ONLY:

Date entered: _____ Initials: _____ CEEB Code: _____

SUNY Buffalo State Transfer Credit Appeal Process

Students transferring credit to Buffalo State must submit an official transcript from the institution where they earned the credit to the Buffalo State Admissions Office. Admissions will complete a transfer credit evaluation in accordance with academic regulations and after consulting with relevant academic departments.

Students may appeal the decision to deny transfer credit for a course by following these steps:

- Complete the Transfer Credit Appeal Form
- Attach supporting documentation as outlined on the Transfer Credit Appeal Form
- Submit the form to the chair of the relevant academic department

Within 10 days of receiving the appeal form, the department chair will notify the student of their decision. Admissions will be notified of any transfer credit changes to be made.

If an appeal is denied, the department chair will provide the student with information and necessary documents to appeal the decision to the SUNY Office of the Provost.

Transfer Credit Appeal Contacts:

Amy Runfola

Assistant Director of Transfer Admissions

runfolar@buffalostate.edu

transfer@buffalostate.edu

716-878-3073

Nicholas Insalaco

Articulation & Transfer Advisor

insalanm@buffalostate.edu

transfer@buffalostate.edu

716-878-5910