

Transfer Frequently Asked Questions (FAQ's)

APPLICATION PROCESS

How do I apply?

Transfer students can apply online at www.suny.edu. The application is forwarded to each campus upon payment of the application fee.

Is there an application fee?

SUNY charges a \$50 application fee to each campus to which you apply. You can file a [fee waiver request form](#) with SUNY. If you received an associate's degree from a SUNY two year campus and transfer with no educational gaps to a SUNY four year campus, SUNY will waive the application fee.

Is there an application fee for EOP students?

If you are applying as an EOP student, you can apply for up to four SUNY campuses free of charge. Please be aware though that you will be billed the \$50 fee if you are deemed not eligible for EOP and are considered for general admission at Buffalo State.

Is there a deadline for application?

Buffalo State has a "rolling admissions" policy which means we do not have a specific deadline for applying. However, some programs fill up quickly, so it is better to apply early.

What is the GPA I need to be admitted to Buffalo State?

For *consideration* Buffalo State requires a minimum cumulative GPA of 2.0. Several programs are more competitive and do require a higher GPA. For more information, visit our undergraduate catalog online at <http://catalog.buffalostate.edu/undergraduate/>

What is a gap statement?

If your academic career has been interrupted since graduating from high school, you should write a short detailed description for each gap or time period *not* accounted for on your official college transcripts. This statement can be [completed online](#) or emailed to transfer@buffalostate.edu.

Can I apply as "undeclared"?

Transfer students who have less than 60 credit hours may be admitted into the undeclared major. Financial aid may be affected if a student has more than 60 credit hours and has not declared a major.

Can I start over as a freshman?

No. You are required to report any and all colleges you have attended since you left high school. You will need to provide official academic transcripts for all post-secondary institutions you have attended, whether or not you received credit. Any deliberate falsification or omission of data may result in denial of admission or dismissal.

What is an articulation agreement?

It is an agreement between Buffalo State and another institution that outlines required courses at both institutions to allow maximum credit transferability. Basically, these agreements show students how their courses will transfer from one institution to Buffalo State and the remaining courses needed to complete a Bachelor's degree at Buffalo State. For more information, visit <http://admissions.buffalostate.edu/dual>

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Can I have an evaluation before I'm accepted?

Unfortunately, due to the high volume of applications, we cannot perform credit evaluations prior to acceptance. If you want to see how your coursework will transfer, visit [TABS \(Transfer Articulation at Buffalo State\)](#). If a course is not listed here, it simply means that we have not yet evaluated that course for transferability. It does NOT necessarily mean the course will not transfer.

How can I tell what courses will transfer?

If you want to see how your coursework will transfer, visit [TABS \(Transfer Articulation at Buffalo State\)](#). If a course is not listed here, it simply means that we have not yet evaluated that course for transferability. It does NOT necessarily mean the course will not transfer.

What is Dual Admission?

It is an agreement between Buffalo State and a regionally accredited SUNY two-year school that allows students in a parallel program that creates a seamless transition to the four-year institution. Students must apply for Dual Admission through their two-year school's transfer office before completing 30 credit hours. Students in this program file an "Intent to Enroll" form by a specific date rather than the SUNY application. The form and more information about Dual Admission can be found at <http://admissions.buffalostate.edu/dual>

HIGH SCHOOL & AP CREDITS

Are official high school transcripts required for transfer students?

At time of application, they are not required for all transfer students, unless the student has less than 24 credit hours. Once a student enrolls at Buffalo State, an official high school transcript (or GED/TASC) must be sent to the Admissions Office. Not only is it needed for Financial Aid reasons, but if a student took (and passed) at least two years of the same foreign language in high school, Buffalo State will waive the foreign language requirement.

Will you accept AP scores that appear on my previous college's transcript?

No. We can only give AP credit based on the scores taken off of your *official* high school transcript, or a score report/electronic scores from College Board.

Is there a limit to the number of AP credits that will be accepted?

Yes, the maximum number of credits you can receive is 30.

What if I earned college credits while I was in high school?

We will grant you credits for courses you pass, as long as you submit an official college transcript.

TRANSFER CREDITS

How many credits will transfer?

That depends on where the credits are coming from. The college grants up to 66 credits from a regionally accredited two-year school; 88 from a regionally accredited four-year school; 15 from a proprietary institution; or 30 from examinations (CLEP, AP, etc). The maximum total credits that can be transferred is 88. If students have more than 88 credits and would like to change what is being transferred in, you may submit a "Transfer Credit Swap Form" (under "Helpful Documents") to the Admissions Office. Military credit is awarded on a case-by-case basis.

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If college credits are on another college transcript, do I still need to send that transcript?

Yes. We require *official* transcripts from all previous colleges you have attended, even if the courses are on the other transcript.

What if I withdrew from my classes? Do I still have to submit an official transcript?

Yes. You will need to provide academic transcripts for all post-secondary institutions you have attended (i.e. registered for classes), whether or not you received credit for the course or not. If you cannot obtain an official transcript, an official letter from the Registrar's Office stating you received no credits and completed no coursework at the institution is sufficient.

Are course descriptions required?

Not initially. You might have to submit the course description/syllabus to receive credit for a course that is not yet in our database. Additionally, you might have to take the description to the respective department for further review if you are seeking a specific course equivalent.

Is there a time limit for credits to transfer?

No, we will consider all courses previously taken, no matter when they were taken. This is subject to change by specific departments at any time.

What grades are accepted for transfer?

We will grant credit for any passing grades (D or better). Exceptions are for certain courses that are required by a major (all business courses must be a "C" or better, all mathematics majors must have a 4-credit calculus class at a "C" or better, and all chemistry majors must have a "C" or better in CHE 111 & 112). Also, you must earn a C or better for writing courses to transfer in as CWP101, CWP102, and PSY101.

Does transferring in with a degree affect the number of courses I am required to complete?

It may. If you transfer in with an AS/AA or Bachelor's degree, you will still need to complete the total number of credit hours required for your program.

Can I transfer in writing intensive courses?

Yes. For specific courses, you need to go to the respective department for review. If the course came in as an elective (e.g. 1XX or 3XX), you must go to the College Writing Program office in Twin Rise for review. If approved, the chairperson/director will notify the Admissions Office who will make the appropriate changes.

Can my transfer credits be switched?

If you want to switch which credits transferred (e.g. you received more than 66 credits at a two-year school, but we only can bring in 66), you can complete the "Transfer Credit 'Swap' Form" found in the "Helpful Documents" section of the [Transfer Admissions](#) website. You also can email transfer@buffalostate.edu and specify which courses you want removed and which ones you want brought in, or stop by the Admissions Office in Moot Hall 110 to complete the written form.

If you are requesting credit for a specific course for which you were given elective credit (e.g. 1XX) you will need to fill out a Transfer Credit Appeal Form (also found in the "Helpful Documents" section of the [Transfer Admissions](#) website), and submit it to the respective department for review.

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ONCE ACCEPTED TO BUFFALO STATE

What is Degree Works (DW)?

Degree Works (<http://buffalostate.edu/registrar/dwforstudent.xml>) is the new degree audit system used at Buffalo State. It will show any courses that have transferred in, that you have completed or are in progress and those that you still need to take to complete your degree. It includes Intellectual Foundation (i.e. general education) courses, major courses, and all college electives. You should run your Degree Works report each semester and review it with your academic advisor to be sure you're on track to graduate in a timely fashion.

What is Intellectual Foundations (IF 2014)?

The Intellectual Foundations Program is the core general education curriculum at Buffalo State College. It was recently redesigned for Summer 2014 implementation. It encompasses the SUNY General Education Requirements and is designed to provide the intellectual and creative foundations for all educated persons regardless of their chosen profession. The Intellectual Foundations Program reflects the college's commitment to the principles of a liberal arts education and its goal to empower a diverse population of students to succeed as citizens of a challenging world. For more information, visit <http://intellectualfoundations.buffalostate.edu/>.

Who is my academic advisor? How do I contact him/her?

You are assigned an advisor in the department to which you were accepted. Contact the respective department to inquire. If you were admitted to the undeclared major, your advisor will be in University College. Information about academic advisement can be found on the Orientation website at <http://orientation.buffalostate.edu/>. Your advisor's name (with email address) will also appear on your Degree Works audit.

Do I have to attend Orientation?

At Buffalo State, all new students (first year and transfer) are required to attend orientation prior to the start of classes. Failure to do so will result in a hold being placed on a student's registration. Readmit students will need to confirm with the Orientation Office that they have already met the orientation requirement. For more information, visit <http://orientation.buffalostate.edu/>

How long will it take me to graduate?

That depends on how many credits you transferred in and *how they are applied to your degree*. Degree Works will track your progress toward degree completion. Additionally, it depends on how many credits you take each semester. It is recommended that you take a minimum of 15 credits per semester to stay on track for graduation and maintain [Satisfactory Academic Progress \(SAP\)](#) for financial aid.

What is cross-registration?

Cross registration means you can register for one course at a participating institution while you are a full-time (12 or more credits) student at Buffalo State during Fall or Spring semester only. There are no additional tuition costs for Cross Registration, but additional fees may apply.