



## Student Transfer Appeal Process To Transfer in Credit to Westchester Community College from Other SUNY Institutions

A student enters into this process in the event that:

- The student wishes to receive credit for a course or courses completed at another SUNY institution
- He or she has submitted an official transcript to the Transcript Evaluator in the Registrar's Office and
- The student is not satisfied with the decision

The student will then:

- Complete a *Student Appeal Form for SUNY Transfer Credit*
- Deliver the form to the Registrar's Office
- Attach all required documents (listed on *Appeal Form*)

The Transfer Evaluator will confer with a credit evaluation panel to include, as needed:

- The Transfer Evaluator
- The Curriculum Chair (of the program in which the student is matriculating)
- The Department Chair of the department in which the course resides
- The professor who originated the course or one who frequently teaches the course
- An academic dean
- Other appropriate administrators or faculty members (i.e. Assistant Dean - Online Education)

The panel will review and discuss the documentation.

The Curriculum Chair of the program, in which the student is matriculated, will make the final decision as to the granting of credit.

The Transfer Evaluator will provide an explanation of the decision to the student, in writing, within 15 working days of receipt of the appeal. If the student is not satisfied with the outcome of this hearing, she or he may appeal directly to the State University of New York for a final determination. The college will:

- Provide the student with a copy of the official departmental syllabus
- Direct the student to the SUNY website for the appropriate form and instructions

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