Student Appeal Form for SUNY Transfer Credit

Eligibility: This process is for Westchester Community College Students in degree seeking programs who wish to transfer courses completed at another SUNY institution, and who do not agree with the campus decision regarding acceptance or placement of credit earned elsewhere in the SUNY system.

Please complete the following form and submit it with the requested information to the Office of Admissions at Westchester Community College. Your appeal will be reviewed within 15 working days of receipt of all documents and a decision will be sent in writing to the address provided by you on this form.

A. BACKGROUND INFORMATION (Please print clearly)

Name

(Last) (First) Last 4 digits of SS#

Address

City State Zip

Phone #_________________ DOB __________________ E-mail____________________________

B. Degree/Certificate Program at Westchester Community College (ex: Liberal Arts Social Science)

C. SUNY College at which course was completed: (ex: SUNY Oneonta College)

Course Name and Number: (ex: ENG 100 Academic Writing I)

Semester/Year Taken: _______________ Grade Received: __________________

D. Westchester Community College Course requirement looking to fulfill: (ex: ENG 101 Composition and Lit I)

In addition to this form, the following documentation is required before an appeal can be considered:

☐ A copy of the previous college transcript showing course with a grade of “C” or better
☐ A copy of the course syllabus taken at previous college
☐ Name of Professor or Department Chair at previous college____________________________

Submit materials in person to: Office of Admissions, Transfer Credit Evaluator
Administration Building Room 210
75 Grasslands Road
Valhalla, New York 10595

For Office Use Only
Date Received in Admissions
Clerk’s Initials