

## SUNY Transfer Credits Student Appeal Form

Date:

Name:

Address:

Contact #:

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SUNY College Transferring From:

Course Wanting to Transfer:

SUNY College Transferring to:

Course Wanting Credit or Placement For:

Eligibility: This process is for SUNY students who have been accepted or are currently enrolled at a SUNY institution, and who do not agree with the campus decision regarding acceptance or placement of credit earned elsewhere at SUNY.

Along with this cover sheet, the following information is required:

- a letter outlining the reasons for the appeal
- documentation of campus appeal application
- a transcript from the college transferring from
- a syllabus of the course the student has taken
- a syllabus of the course the student would like credit for (if available)
- a copy of the campus response form from the SUNY institution explaining why the course credit was not accepted.

Submit materials either by email or by certified mail:

Via email: [studentmobility@suny.edu](mailto:studentmobility@suny.edu) (Please include this form and other materials as attachments.)

Via certified mail:

Dr. Tod Laursen  
Senior Vice Chancellor and Provost  
SUNY System Administration  
One University Plaza  
Albany, NY 12246