



The College at
BROCKPORT
STATE UNIVERSITY OF NEW YORK

POLICY TITLE: Appeals of SUNY to SUNY Transfer
Course Equivalency

OVERVIEW: Students have the right to appeal Brockport decisions on award of transfer equivalency for lower-division courses recently taken at other SUNY units.

OFFICE/DEPARTMENT RESPONSIBLE: Academic Advisement; Department Chairs;
Office of Vice Provost for Academic Affairs

DATE UPDATED: January 2009

Students transferring from other SUNY units, whose initial request for transfer course equivalency to a lower-division course at Brockport is turned down, have a right to an appeal process at the local Brockport level and further to the SUNY System Administration level (SUNY Provost's Office). Courses taken more than two years prior to the student's admission to Brockport will not be considered "recent" and eligible for appeal.

The appeal process begins in Brockport's Office of Academic Advisement where forms and instructions on how to appeal can be obtained. The first level of appeal is to the department chairperson of the department offering the course for which transfer equivalency is requested. If the appeal is rejected at the department level, the student's appeal can be sent to the Office of the Vice Provost for Academic Affairs. If the Vice Provost rejects the appeal, the student can request that the appeal be sent to the SUNY Provost's Office for a final review. The burden of proof of course equivalency is on the student who must provide syllabi, course materials and other documents to substantiate the equivalency. The Brockport decision may be limited to the student who has appealed.