POLICY STATEMENT

Students may appeal campus decisions regarding acceptance or placement of academic credit earned.

PROCEDURES

Students wishing to pursue the transfer credit appeal process should first contact the Director of Admissions or designee by phone at (315) 464-4570 or by email at admiss@upstate.edu. If a concern is not resolved through informal communication with the appropriate academic program director, the following process is available.

Appeal at the Student and Campus Level:

- The student submits the Transfer Credit Appeal Form to the Student Admissions Office, along with a letter outlining the reasons for the appeal, a catalog course description of the course in dispute from the year the course was taken, and any additional transfer course materials available. The appeal will be reviewed by the Appeal Process Committee which is made up of a representative(s) from Admissions, the program director, and an Upstate Medical University faculty member.
- Within 15 business days of the date of receipt of the appeal, a written response will be sent to the student regarding the disposition of the appeal.
- Please note: If a decision is made to reverse the campus decision on a course, that reversal will apply only to that student, not to the generalized acceptability of the course.

Appeal at the SUNY System Level: (Available to SUNY Transfer students only)

- Appeal at the SUNY System level (available to SUNY transfer students only) can be found at http://www.suny.edu/student/transfercredits.cfm under questions about transfer credits.
- If the student has not had a response from the campus within 15 business days, or is not satisfied with the response at the campus level, he/she can submit an appeal to the SUNY Provost with supporting materials. The SUNY Provost or designee will gain additional information from the receiving institution as needed. The SUNY Provost will respond to the student within five business days from receipt of completed appeal application.
- If the SUNY Provost reverses the campus decision on a course, that reversal will apply only to that student, not to the generalized acceptability of the course. All decisions will be officially communicated to the student and the campus.

RESPONSIBILITIES

Student policies and their effectiveness are reviewed annually as the Student Handbook is updated.