

SUNY Broome Community College Transfer Credit Appeal Process

Effective Date January 2026

1. **Purpose** This protocol establishes SUNY Broome Community College's standardized process for the timely evaluation of transfer transcripts, the communication of evaluation results, and the availability of a transparent and verifiable appeal and secondary review process, in alignment with SUNY Policy Memorandum MTP 11-1 (Transfer and Articulation Policy). This process affirms SUNY Broome's commitment to recognizing and honoring students' prior academic achievements while ensuring academic integrity and program requirements are upheld.

2. **Scope** This procedure applies to all undergraduate students seeking to transfer credit from regionally accredited institutions or other institutions recognized by SUNY policy. It applies to all offices and personnel involved in admission, transcript evaluation, advising, degree audit, secondary review, and transfer credit appeals.

3. **Notification of Right to Appeal** Consistent with SUNY Policy Memorandum MTP 11-1, students will be informed in writing of their right to appeal any transfer credit decision in which credit is not awarded or is not applied toward degree requirements as expected at the time a transcript evaluation is issued.

4. **Secondary Review Requirements (High Impact Practice)** In accordance with SUNY Policy Memorandum MTP 11-1, SUNY Broome will conduct a secondary review for any course that is denied transfer credit when: • The course was awarded credit by the sending institution; and • The student earned a grade that meets or exceeds SUNY Broome's minimum overall grade threshold for transfer credit.

If a course meets the general institutional grade threshold but does not satisfy a higher academic standard required by a specific program or major, a secondary review will still be conducted to determine whether the course may fulfill other degree requirements (e.g., electives or general education), as required by SUNY policy.

The secondary review process will be: • Distinct from the initial evaluation; and • Conducted by, or in collaboration with, an evaluator other than the one who completed the initial review.

A fully independent review is not required. Collaborative reviews that include consultation with the original evaluator are permitted under SUNY guidance.

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5. Secondary Review Process Models SUNY Broome may implement secondary reviews using one or more of the following models, based on staffing and organizational structure:
- A second evaluator reviews the course following the initial evaluation;
 - A faculty member or academic advisor conducts a follow-up departmental or major-specific review;
 - An academic advisor reviews the evaluation during orientation or new student onboarding for accuracy and applicability.

Secondary reviews are not required to occur immediately after the initial evaluation.

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6. Documentation of Secondary Reviews Secondary reviews will be documented only when transfer credit is denied following the second review.

Documentation must include:

- Confirmation that a secondary review occurred; and
- The reason(s) for denial. Categorized or standardized reasons are acceptable.

SUNY Broome may use a documentation method of its choosing. Documentation will be retained and made available for the purposes of a transfer credit appeal only.

7. Transfer Credit Appeal Process

This appeal process is established pursuant to SUNY Policy Memorandum MTP 11-1 and provides students with a transparent, timely, and documented mechanism for review of transfer credit decisions.

7.1 Appeal to the Division Dean Students who disagree with the College's decision on granting credit earned at a prior institution have the right to submit a written appeal to their division Dean.

- The appeal must be submitted in writing within the timeframe communicated with the transcript evaluation.
- Students should be prepared to provide supporting documentation, such as the official course description, syllabus, learning outcomes, or other relevant academic materials.
- Upon receipt of the required information, the Dean will review the appeal and provide a written decision to the student within seven (7) business days, consistent with SUNY expectations for timely resolution.

If the Dean determines that the appeal has merit and that the course should be accepted or applied differently, including meeting a major requirement, the Registrar's Office will update the student's transcript and notify the student of the change.

7.2 Appeal to the Vice President for Academic Affairs (VPAA) If the Dean's decision does not result in a change and the student remains dissatisfied, the student may submit a second-level appeal to the Vice President for Academic Affairs (VPAA), as permitted under SUNY policy.

- The appeal must include: – A written statement from the student; – The course description and/or syllabus in question; and – A copy of the Dean's written decision.
- The VPAA will review the appeal and provide a written response to both the student and the Dean within seven (7) business days of receiving the complete appeal materials.

If the VPAA determines that the appeal has merit and that the course should be accepted or applied differently, including meeting a major requirement, the Registrar's Office will update the student's transcript and notify the student of the change.

The decision of the VPAA constitutes the final institutional determination in accordance with SUNY Policy Memorandum MTP 11-1.

8. Roles and Responsibilities
 - Admissions/Registrar's Office: Receives transcripts, conducts or coordinates initial evaluations and secondary reviews, issues evaluations, provides appeal notifications, and processes approved transcript changes.
 - Advising Staff: Review evaluations for applicability during onboarding, assist students in understanding evaluations, and guide students through the appeal process as needed.
 - Division Deans: Review and decide first-level transfer credit appeals in a timely manner.
 - Vice President for Academic Affairs (VPAA): Serves as the final institutional authority for transfer credit appeals and ensures consistency with academic policy.
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9. Certification and Review SUNY Broome will certify and share this policy and procedure with SUNY System Administration by January 2026.

This process will be reviewed periodically to ensure compliance with SUNY policy and to support a campus-wide culture that values and recognizes prior academic achievement.

Definitions

- Initial Evaluation: The first review of a student's transfer transcript to determine credit acceptance and applicability.
- Secondary Review: A required follow-up review conducted when transfer credit is denied under the conditions outlined in this procedure.
- Preliminary Transcript Evaluation: An initial credit evaluation provided to the student prior to enrollment confirmation.
- Transfer Credit Appeal: A formal request by a student for reconsideration of a transfer credit decision.