



Committee Meeting: Policy & Governance Committee	Date: March 3, 2021
Committee Chair: Kathleen Masiello	
New or Edited: Edited	

**POLICY NAME:** Student Transfer Credit Policy

**POLICY TYPE:** Board

**SUBMITTED BY:** Joanne Colmerauer, Dean of Liberal Arts and Science

**ISSUE OR STATEMENT OF PURPOSE:** To establish a minimum standard for the transfer of course credit to SUNY Erie, to allow for individual academic unit standards to be established, and to clarify the number of credits needed from SUNY Erie Community College before a degree is granted.

**NEW OR EDITED POLICY:** Edited Student Residence Requirement policy was renamed to the Student Transfer Credit Policy and approved by BOT on 3/26/20. Content of the policy was not changed at that time, only renamed. This revision adds content regarding minimum standards for transfer credit. This policy also contains 3 statements from the Recognition of Transfer and Prior Learning Credit policy, (#2,3,4)

**POLICY:**

Students transferring to SUNY Erie Community College may receive credit for courses taken at accredited institutions. Students may also receive credits from prior learning experiences as outlined in the college catalog. An official transcript must be received by the SUNY Erie Admissions office before credit can be evaluated.

SUNY Erie has established a set of general standards to determine what credits from other institutions will be accepted on a students' transcript. Academic units may use discretion as to which transfer credits they will apply to their degree programs. If the standard is different for a specific program it will be published in the college catalog.

1. Transfer credit is not computed in a student's cumulative grade point average at SUNY Erie
2. Transfer credit is only awarded to matriculated students and those seeking reverse transfer
3. Transfer credit cannot be used to acquire or maintain full time status
4. Transfer credits may be used to satisfy the academic requirements for the Excelsior program for New York State residents.
5. Students who intend to receive a degree or Certificate must successfully complete at least 50% of the required credits for their academic program at SUNY Erie Community College.



**POLICY NAME: Student Transfer Credit Policy- Continued**

6. No course with a grade below a C- will be transferred to SUNY Erie. Courses with Pass/Fail grades will not be transferred. Academic units may require courses with a grade higher than a C- to be applied to their programs.
7. There is no expiration on courses that will transfer into the college which allows students to transfer in courses from any point in their educational history. Academic units may use discretion on the expiration of courses that can be applied to a specific program.
8. Courses will be considered for transfer based on content and with no regard for variables such as mode of course delivery, term offered, or location.
9. Courses that have not been established as part of the SUNY Erie Transfer Matrix or as part of SUNY Transfer Mobility are to be evaluated by the Department Chair(s) of the related discipline for the course being considered. A single Department Chair for the academic discipline can use their discretion to determine the equivalency for a student. For the course to be added to the SUNY Erie Transfer Matrix all of the unit's Department Chairs must reach a consensus.
10. Any new, unarticulated course will go through an established Transfer Credit Matrix review process as outlined in the college catalog.
11. SUNY Erie expects transfer students to initiate the award of transfer credit by submitting an official transcript. Upon receipt of the official transcript, SUNY Erie will review the transcript and, if additional information is required, the student will be notified.

**DOES IT SUPERCEDE A POLICY/WHICH ONE (if so, attach redline version):** Yes. Student Transfer Credit Policy

**POLICY & GOVERNANCE COMMITTEE RECOMMENDED ACTION:**

Policy & Governance Committee recommends the Board of Trustees approve this Board policy under Committee Briefings, Policy and Governance Committee. This Policy supersedes all prior policies/procedures and practices related to Student Transfer Credit Policy.

**POLICY & GOVERNANCE COMMITTEE MEMBERS PRESENT:** Trustee Kathleen Masiello, Trustee Leonard Lenihan, Interim President William Reuter, Provost and Executive Vice President of Academic and Student Affairs Douglas Scheidt, Vice Provost of Institutional Research Assessment, Accreditation & Planning Fabio Escobar, Employee Relations Manager Daniel Kaufmann, Interim Vice President of Enrollment Management Phil Struebel, Dean of Liberal Arts and Science Joanne Colmerauer, Dean of Liberal Arts and Science Jamie Smith, Dean of Students Petrina Hill-Cheatom, College Senate Representative Colleen Quinn, Instructor, William Falls, SGA Representatives Andrew Gonzalez Kennedy and Malika Sultonova.



**POLICY NAME: Student Transfer Credit Policy- Continued**

**DATE OF BOARD APPROVAL:** March 25, 2021

**POLICY & GOVERNANCE COMMITTEE TEAM FOLLOW-UP:**

Following Trustee approval, this Board policy will be included in the SUNY Erie Community College Board of Trustees Policy Manual.

**INFORMATION/INPUT CONSIDERED DURING POLICY & GOVERNANCE COMMITTEE DELIBERATIONS:**

Content from Student Transfer Credit Policy was included in this revision. College catalog statements on transfer credit and AP credit were included as well. Transfer policies at Buffalo State and UB were considered in regard to minimum grade standard.

Academic Standards sub-committee met on May 26, 2020 to discuss and develop policy. Academic Standards committee reviewed the policy on September 24, 2020 meeting. The subcommittee met again on October 21, 2020 to make final edits. The policy was approved at the Academic Standards meeting on November 4, 2020.

The Policy has been reviewed and discussed at the Policy & Governance Committee meetings January 13 and March 3, 2021.

**History**

<b>Item:</b>	<b>Date:</b>	<b>Explanation:</b>
Policy Adopted	October 2012	Titled Student Residence requirement
Annual BOT Review/Reaffirmed	August 31, 2017	
Renamed	March 26, 2020	Title changed to Student Transfer Credit policy to better reflect content
Edited	October/November 2020	Content added by Academic Standards
Submitted to College Senate	November 12, 2020	Reviewed by Senate Exec Committee. Edits made based on Senate Exec comments
Approved by College Senate	February 9, 2021	
Edited Policy Adopted	March 25, 2021	

**SUNY Erie Cross References**

<b>Policy Name or Procedure:</b>	<b>Where to find:</b>
Recognition of Transfer and Prior Learning Credit	<a href="#">Recognition of Transfer and Prior Learning Credit Policy</a>

**Next Steps**

Include in College Catalog? Yes
---------------------------------