**Resolution to formalize the transfer credit evaluation appeal process in the catalog**

Whereas the University Executive Registrar has confirmed that University policy allows colleges, at their discretion, to accept for transfer credit and course equivalency any course for which the student earned a passing grade from an accredited university.

Whereas faculty are the best judges of course equivalency and student learning in their discipline.

Be it resolved that New York City College of Technology will advise students in the college catalog that they may submit an appeal of a transfer credit evaluation to the chairperson of the department offering the equivalent course:

***“With some limitations, students may be granted credit for courses completed at other accredited colleges and universities that offer courses comparable in credit and content to those offered at NYCCT, provided satisfactory grades were received (i.e., “D” or better at any other CUNY unit; “C” or better at other institutions). Note: students may appeal a transfer credit evaluation, by submitting the required form to the chair of the department offering the equivalent course, with a copy sent to the Transfer Office. The department chair will review the appeal and submit a final recommendation to the Transfer Office. To avoid financial aid issues, students should submit the transfer credit appeal as early as possible, ideally with sufficient time for evaluation prior to the first day of their initial semester at City Tech. Appeals will not be accepted after the first semester of a student’s enrollment at New York City College of Technology. The college accepts no responsibility for the student’s failure to submit the appeal in a timely fashion. The transfer credit evaluation appeal form can be found on the Transfer Credit Evaluation website, currently*** <http://www.citytech.cuny.edu/registrar/credit-evaluation.aspx>

**Justification:**

Currently the catalog statement regarding transfer credit is:

***“With some limitations, students may be granted credit for courses completed at other accredited colleges and universities that offer courses comparable in credit and content to those offered at NYCCT, provided satisfactory grades were received (i.e., “D” or better at any other CUNY unit; “C” or better at other institutions).***

Thus, there is no explicit policy in the catalog on appealing transfer credit evaluations, although appeals are possible. Adding the statement thus makes current practices more transparent. Successful appeals will help a student to avoid repeating a course they have already paid for, mastered the learning outcomes of, and demonstrated readiness for more advanced course work. Unnecessarily repeating a course costs students time and money and decreases the likelihood that they will graduate. (Six-year degree completion rates for students who transferred all of their credits to a four-year institution were 40% higher compared to those who had only some of their credits transferred (82 % for all credits transferred vs. 42% for some credits transferred). (Doyle, 2006). Appeals are best done before transfer students commence classes to potentially avoid unnecessarily repeating courses, unnecessary expense, and delaying more advanced coursework.

