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

Whereas “courses passed for credit at any CUNY college will transfer for credit at any other CUNY college” (<https://www.cuny.edu/about/administration/offices/undergraduate-studies/pathways/credits-tranfer/>) and

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 (ie accredited non-CUNY campuses) and

Whereas students unnecessarily repeating courses already taken costs them time and money and

Whereas both course content and grading policies vary among colleges that the student is transferring from, and 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. The catalog reference will read:

***“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 (generally a “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, or in the case of general education courses, the Dean of the School of Arts and Sciences, with a copy sent to the Transfer Office. The department chair/dean 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:**

The proposed transfer credit evaluation appeal process will give more discretion to the chairs in evaluating course equivalencies and make an existing transfer credit evaluation appeal process more transparent to both faculty and students. 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 proposed statement to the catalog thus makes current practices more transparent. For example, some chairs were not aware that if they recommended acceptance of a C- grade from a non-CUNY campus a course equivalency was possible, or even how to do go about making that recommendation. The “C” or better at other institutions is a vestige of pre-Pathways CUNY policies, which is no longer in effect, yet misconceptions about the policy persist. No evidence of governance requiring a “C” of better from other institutions could be found by Morris Hounion, who oversees College Council archives.

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. Appeals delayed beyond the first semester could lead to financial aid problems particularly if the equivalent course has already been taken at City Tech. If reevaluation at a later date is necessitated by a change in major of other circumstances, this can be addressed through other mechanisms such as course substitutions.

