136 Clinton Point Drive, Plattsburgh, New York 12901 (518) 562-4200 Fax: (518) 562-4158 www.clinton.edu

SUNY Transfer Credits
Student Appeal Form

Date: _____

Name: _____

Street Address: _____

City, State, Zip: _____

Contact number: _____

SUNY College transferring from: _____

Course wanting to transfer: _____

SUNY College transferring to: _____

Course wanting credit or placement for: _____

Eligibility: This process is only for SUNY students in associate degree programs who have been accepted or are currently enrolled in baccalaureate programs at a SUNY institution, and who do not agree with the campus decision regarding acceptance or placement of credit earned elsewhere at SUNY.

Along with this cover sheet, the following information is required:

- A letter outlining the reasons for the appeal
- Documentation of campus appeal application
- A transcript from the college transferring from
- A syllabus of the course the student has taken
- A syllabus of the course the student would like credit for (if available)
- A copy of the campus response form (see attached) from the SUNY institution explaining why the course credit was not accepted

All information should be sent (preferably by certified mail) to:

John Petro
Counselor
Career and Transfer Planning Office
Clinton Community College
136 Clinton Point Drive
Plattsburgh, NY 12901

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