

UNIVERSITY SENATE  
UNIVERSITY AT ALBANY  
STATE UNIVERSITY OF NEW YORK

Introduced by: Undergraduate Academic Council

Date: December 6, 2006

**REVISION OF POST-MATRICULATION TRANSFER CREDIT POLICY**

IT IS HEREBY PROPOSED THAT THE FOLLOWING BE ADOPTED:

1. That the attached revision of policies and procedures related to undergraduate post-matriculation transfer credit be revised immediately.
2. That these policies be forwarded to the President for approval.

**Rationale:**

The policy now in effect was established prior to the existence of the transfer equivalency databank. Currently, an undergraduate who wishes to take a course elsewhere after matriculation must obtain the approval of the academic advisor on a "Transfer Credit Permission Form." While students "should have prior approval in writing", many do not. In those cases, the Registrar receives the transcript from the other school but can do nothing with it until the student obtains the advisor's approval. Among other problems, this prolonged delay affects the student's credit total, which determines when the student may advance register.

For the majority of the institutions our students attend, either articulation agreements have been signed stipulating transfer equivalencies or, over time, enough students have transferred from or taken courses at the other institution that Albany equivalencies have already been assigned to most of the other institution's courses. These are readily available from the Transfer Equivalency Databank (<https://p010.albany.edu/tas/>), which students use to find the courses and which most advisers use in filling out the "permission" form (available at [http://www.albany.edu/registrar/transfer\\_credits.html](http://www.albany.edu/registrar/transfer_credits.html) ).

Therefore, the UAC believes this process is unnecessary for courses whose Albany equivalencies have already been determined.

## TRANSFER CREDIT AFTER MATRICULATION

### CURRENT POLICY:

Since not all courses are acceptable for transfer credit, students wishing to take courses at other institutions for credit toward the degree at this university should have prior approval in writing from their academic advisors. Such written approval must be filed with the Registrar's Office, and an official transcript of work satisfactorily completed at the other institution(s) must be received by that office before credit will be awarded. (UAC, 11/7/77)

Before approving post-matriculation transfer credit, the Admissions Office is responsible for making certain the other institution is accredited, credits are appropriate, and course equivalencies are appropriate. (UAC, 4/30/84; University Senate information item, 5/7/84)

Before approving post-matriculation transfer credits, the student's academic advisor is responsible for making certain the courses are applicable to the student's degree program and for recommending appropriate course equivalencies. (UAC, 4/30/84; University Senate information item, 5/7/84)

### PROPOSED REVISION:

Transfer equivalencies for institutions and courses previously approved for transfer credit are available online from the University at Albany's Transfer Equivalency Databank on the Registrar's web page. Courses *not* included in the databank may still be awarded transfer credit but require a course description or syllabus be attached to the transfer credit permission form. Post-matriculation transfer courses may not meet some requirements for the major, minor, and/or liberal arts credit requirements. Also, they cannot meet residency requirements. Students are strongly advised to consult with their advisors and/or the department in question about transfer credits prior to taking courses at other institutions.

Current procedures and the transfer credit permission form are available on the Registrar's Office website.