

Pathways Student University Appeals Process

In accordance with the CUNY Board of Trustees Resolution on Creating an Efficient Transfer System (<http://www.cuny.edu/academics/initiatives/pathways/about/archive/archive/text-draft/Reso.pdf>), the Chancellor has established a University appeals mechanism for undergraduate students who wish to appeal denial or restriction of transfer credit for courses, in cases in which that credit has been determined through transfer credit evaluation at a college. Students who petition for course reevaluation at the University level must have first completed the college's transfer credit appeals process.

- Each college will designate a Transfer Appeals Officer.
- CUNY Office of Academic Affairs (OAA) will provide an online appeals form to be used across the university.
- Each college will make information about the college and university appeals process accessible and transparent via its website and other routine forms of communication.
- CUNY OAA will compile an annual report on University Transfer Credit Appeals based on semester reports from college Transfer Appeals Officers.

Transfer Credit Appeals Process

1. After admission to a CUNY college, students will receive a *Transfer Credit Evaluation Report*—in a timely manner—that provides an accounting of how transfer credits will meet CUNY general education requirements, degree program, and elective requirements
2. Any transfer student with concerns about how completed courses have been evaluated for transfer credit must meet with a campus advisor to review their Transfer Evaluation Report. To make sure everything is completed in a timely manner, this meeting must take place at the earliest possible mutually agreeable time. After that meeting, students may initiate the transfer credit appeals process through the Transfer Appeals Officer, following the appeal/petition procedures as determined by the local college.
3. If students have not received a written response to their college appeal within 15 business days, or if students wish to appeal from a negative determination on their campus appeal, they may appeal that decision to the CUNY University Provost/ Office of Academic Affairs. They should complete the *University Transfer Credit Appeals Form* (link below) and submit the requested support materials to the address below. Students are responsible for providing course documentation to support their appeal. As long as no further materials or information are needed, students will receive a decision via email from CUNY OAA within 10 business days of an appeal's receipt.
4. If the CUNY OAA appeal is found to merit a change in course designation, the College Transfer Appeals Officer will ensure that the change is made to the student record. CUNY OAA decisions regarding appeals for reevaluation of transfer credit are final.

[CUNY University Transfer Credit Appeals Form \[Click here\]](#)

Office of Academic Affairs
Pathways Appeals
City University of New York
205 E. 42nd New York NY 10017

Academicaffairs@mail.cuny.edu