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Agenda

- Common Transfer Steps Framework
- Second Reviews
- Discussion

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Common Throughline



Reinforcing a
Culture of
Support



Common
Language



Consistent
Practices

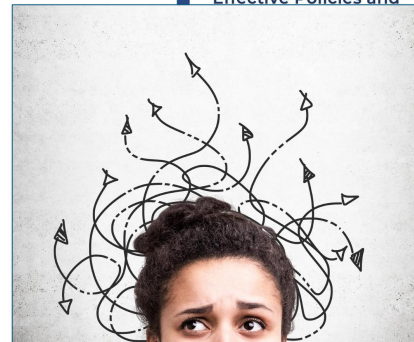
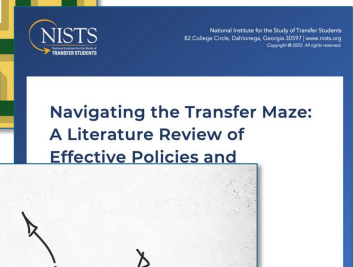
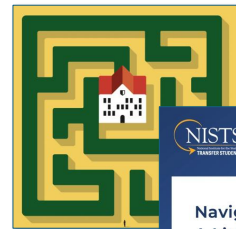
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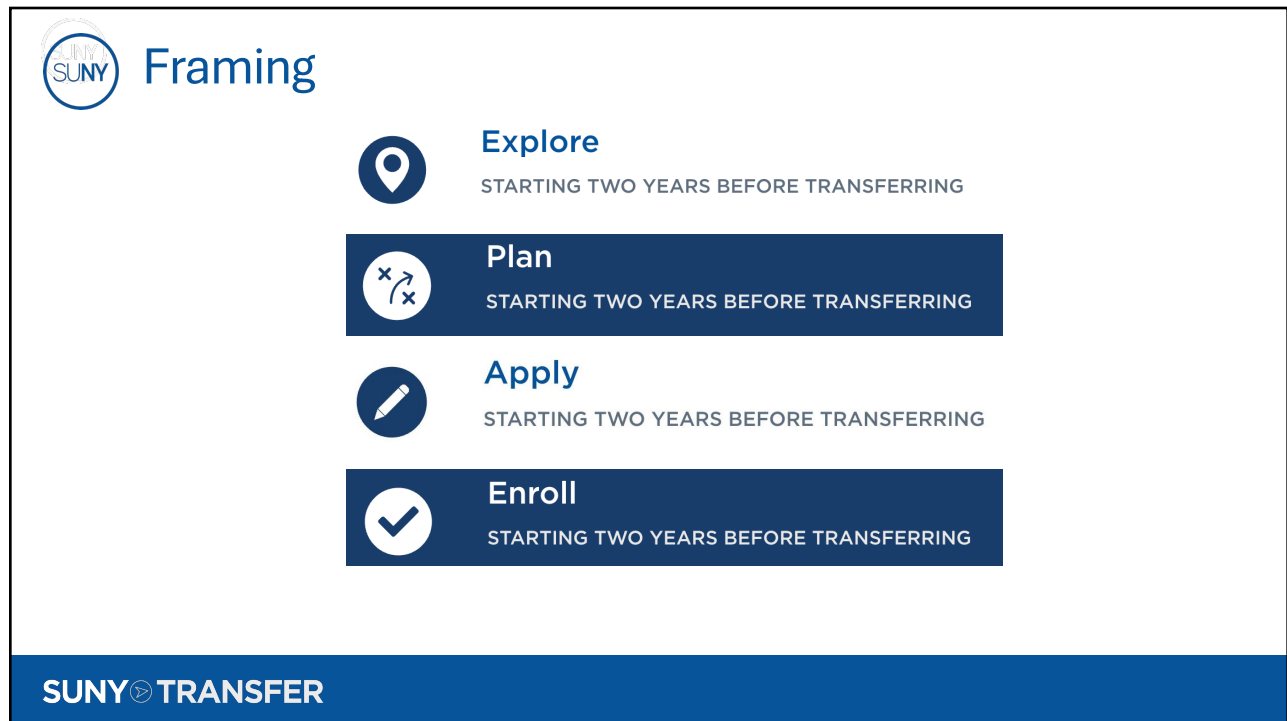
Common Steps

- Rationale
- Common, Consistent Messaging
- Flexible Framework
- Works With Existing Messaging
- Will be Used Throughout SUNY.EDU



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Explore

- **Explore Academic Options and Programs**
Begin exploring your options as early as possible. Students who identify their interests and major after transferring of interest sooner tend to complete their degrees more efficiently and are less likely to how your interests connect to your associate degree and future
- **Explore SUNY Transfer Paths**
SUNY Transfer Paths can help you understand how your courses studies.

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Plan

- **Connect with an Advisor and Create an Academic Plan**
Connecting with an advisor or mentor early helps you build a transfer-friendly academic plan. They'll guide you through SUNY

four years.

- **Explore SUNY Campuses**
SUNY community colleges have strong connections with SUNY four-year campuses. Ask your advisor or mentor about programs, events, and opportunities to engage with other campuses. Building those connections early can make your transfer experience smoother and more informed.

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Apply

- **Apply to Your Chosen SUNY Campus**
Check application deadlines for your chosen campus and send
- **Complete or Renew Your FAFSA**
Submit the FAFSA as soon as it's available and send your Student Aid Report (SAR) to all campuses you've applied to. You can send it to multiple campuses at no added cost.

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Apply (#2)

connect and explore campus offerings.

- **Meet with Representatives at Your Intended Campus**

Once you apply, reach out to the admissions office or the main

further guidance.

you'll receive the reason and have an option to appeal or seek

- **Review Your Transfer Credit Guidance with Your Advisor**

After acceptance, campuses provide preliminary credit evaluations

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Enroll

- **Make it Official**

Once you're ready, follow your acceptance instructions to commit to your campus. Submit any deposits if required—deadlines and amounts may vary.

- **Register for Courses and Attend Orientation**

If orientation is offered—go! It's a great way to meet people and get campus-ready. If not, support is still available to help you register and settle in.

- **Send Final Transcripts**

After finishing your last term at your associate degree campus, send updated transcripts with final grades to your new campus. Check your registrar's website for quick and easy instructions.

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Practical Use

Explore

STARTING TWO YEARS BEFORE TRANSFERRING

Explore Academic Options and Programs
Begin exploring your options as early as possible. Students who identify their intended major or general area of interest sooner tend to complete their degrees more efficiently and are less likely to need additional coursework after transferring.

Explore SUNY Transfer Paths
SUNY Transfer Paths can help you understand how your courses align with specific degree programs. They're a great way to explore how your interests connect to your associate degree and future studies.

Plan

STARTING TWO YEARS BEFORE TRANSFERRING

Connect with an Advisor and Create an Academic Plan
Connecting with an advisor or mentor early helps you build a transfer-friendly academic plan. They'll guide you through SUNY Transfer Paths so your associate degree courses count toward your bachelor's degree—keeping you on track to graduate within four years.

Explore SUNY Campuses
SUNY community colleges have strong connections with SUNY four-year campuses. Ask your advisor or mentor about programs, events, and opportunities to engage with other campuses. Building those connections early can make your transfer experience smoother and more informed.

Apply

STARTING TWO YEARS BEFORE TRANSFERRING

Apply to Your Chosen SUNY Campus
Check application deadlines for your chosen campus and send official transcripts from all previously attended schools.

Complete or Renew Your FAFSA
Submit the FAFSA as soon as it's available and send your Student Aid Report (SAR) to all campuses you've applied to. You can send it to multiple campuses at no added cost.

Meet with Representatives at Your Intended Campus
Once you apply, reach out to the admissions office or the main contact at your intended campus to learn about opportunities to connect and explore campus offerings.

Review Your Transfer Credit Guidance with Your Advisor
After acceptance, campuses provide preliminary credit evaluations or tools. Review them with your advisor. If a course doesn't transfer you'll receive the reason and have an option to appeal or seek further guidance.

Enroll

STARTING TWO YEARS BEFORE TRANSFERRING

Make it Official
Once you're ready, follow your acceptance instructions to commit to your campus. Submit any deposits if required—deadlines and amounts may vary.

Register for Courses and Attend Orientation
Course registration and orientation happen on different timelines depending on your start term. Check your welcome materials for details. If orientation is offered—go! It's a great way to meet people and get campus-ready. If not, support is still available to help you register and settle in.

Send Final Transcripts
After finishing your last term at your associate degree campus, send updated transcripts with final grades to your new campus. Check your registrar's website for quick and easy instructions.

THINKING ABOUT TRANSFERRING? START HERE.

Planning to transfer from a SUNY community college to a four-year SUNY campus? Whether you've just started your associate degree or are nearing completion, this guide breaks down the key steps to help you transfer smoothly and confidently. From exploring majors and campuses to applying, enrolling, and sending final transcripts, each phase is designed to keep you on track toward earning your bachelor's degree.

EXPLORE

STARTING 2 YEARS BEFORE TRANSFERRING

Explore Academic Options and Programs
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PLAN

STARTING 2 YEARS BEFORE TRANSFERRING

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THE STATE UNIVERSITY OF NEW YORK

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Support for Use

TRANSFERHUB

Hub Home Community Share

Sign Up for Updates

Recent Guidance and Releases

Transfer Steps Framework

By creating a common framework of transfer steps we can promote consistency and we ensure students receive clear, reliable information no matter where they begin, or where they're headed.

[Learn More About this Program](#)

Second Credit Review

Establishing formal second credit review is a high-impact strategy for the completeness of transfer credit.

[Learn More About this Program](#)

Featured

News and Articles

Curated news and articles related to transfer services, policies and best practices.

Giving Credit Where It's Overdue
Inside Higher Education 10/20/2025

[Transfer Students Launch into](#)

Viva Engage

October 22, 2025
Please use this link to access our upcoming virtual office hours. No sign up is needed — just drop in. You can use the time to discuss transfer targets, STEP development, or virtually anything related to transfer.

Support Materials

Access materials, documents and ways to communicate and receive added training.

▼ Documents and Templates

Download Documents

- Common Framework Outline**
Download a highly visual outline of the framework, which the specific steps recommended within each respective phase of the timeline (Explore, Plan, Apply, Enroll). Each step aligns with a key phase in a student's academic journey—from early exploration and planning to final enrollment and transition. The framework emphasizes proactive advising, informed decision-making, and timely action, helping students stay on track, minimize credit loss, and feel confident in their transfer path.
- Common Framework Pamphlet**
A simple pamphlet that can be used to share information about transfer steps at a high level.

Templates for Your Use

- Canva Common Framework Outline Template**
If you use Canva to create or edit documents, you can link to an editable template here. Campuses are welcome to adopt and adapt this template as needed, and are encouraged to incorporate their own branding and colors.
- Canva Common Framework Pamphlet Template**
Campuses are welcome to adopt and adapt this template as needed, and are encouraged to incorporate their own branding and colors.

<https://transfer.suny.edu/>

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Second Reviews

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Existing Evaluation Policies

- **Timely Transcript Evaluation**

- Students transferring must receive a preliminary transcript evaluation for received transcripts as close to the time of admission as possible. Prior policy guidance has stated that students must receive an evaluation no later than payment of their enrollment deposit or upon written request after acceptance. (SUNY MTP 11-1)

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Existing Evaluation Policies

• Evaluation Details

- The transcript to the SUNY General Education Requirements will be accepted. The evaluation shall indicate how the courses as well as the major and elective areas of their intended program. This can also be achieved using a preliminary degree audit. ([SUNY MTP 11-1](#))

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Existing Evaluation Policies

• Notification of the Right to Appeal

- If any credits are not accepted for transfer, students must be informed of their right to appeal the evaluation decision at the time the evaluation is issued. Campuses must provide students with a description of the appeal process, and a link to or copy of the relevant policy or procedure. ([SUNY MTP 11-1](#))

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Existing Evaluation Policies

• Appeal Process Availability

- **Transparency (see NY Transfer), Each campus must also** maintain a transfer credit appeal webpage that is easy to locate,

designate an appropriate office or officer(s) responsible for overseeing the appeal process. The name(s) and contact information for this office or individual must be posted on the campus website and shared with SUNY System Administration for publication on SUNY.edu.

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High Impact Practice

formal secondary review procedures.

- Establishing and clearly communicating expectations for
 - Campuses will develop a verifiable and documented process.
 - Will certify and share the policy/process by January 2026.
- Expectations of the **strongship prior to review** fosters campus-wide culture committed to recognizing and honoring

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Minimum Requirements

- Conduct a secondary review for any course that is denied transfer credit when
 - the course was awarded credit by the sending institution, and determine whether the course may fulfill other degree major; a secondary review should still be conducted to satisfy a higher standard required by a specific program or
- If a course meets the general grade threshold but does not requirements.

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Process

- Must be a distinct process, carried out by – or in collaboration with – a different evaluator than the one who conducted the initial review.
- May implement this in various ways, many existing campus practices may already meet the standard.

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Examples

It is not required that two evaluators perform a review in immediate succession.

- Examples:

- A second evaluator reviews the course immediately following the initial evaluation.
- A faculty member or advisor conducts a follow up review as part of a departmental or major-specific evaluation.
- An advisor reviews the evaluation during orientation or new student onboarding to for accuracy and credit applicability.



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Campus Processes

- Campus organizational structure determining the appropriate roles or positions for any second reviewers, based on their staffing
- Collaborative reviews that include consultation with the original evaluator are permitted; a fully independent review process is not required.

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acceptable.



Documentation occurred and a reason for a denial. Categorized reasons are documentation must include confirmation that the review

transfer credit is denied following a second review. This

- Campuses will document secondary reviews only when

available for the purposes of a transfer credit appeal only.
choosing to record this information and should have it

- Campuses may use a documentation method of their

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Campus Policy Publishing

- Verify by January 23, 2026
- Online Form

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