Memorandum to Presidents

Vol.13, No. 3

Date: June 13, 2013

From: Office of the Executive Vice Chancellor and Provost

Subject: *Policy and Guidance: Seamless Transfer Requirements*

To: Presidents, State-Operated Campuses
                   Presidents, Community Colleges
                   Statutory College Contacts

This memorandum provides guidance on implementing the State University of New York Board of Trustees' Resolution 2012-089, *Seamless Transfer Requirements*, adopted on December 17, 2012. The resolution supports the education pipeline goals—including student mobility and degree completion—in *The Power of SUNY: Strategic Plan 2010 and Beyond*.

This memorandum builds upon previous Memoranda to Presidents regarding student mobility and transfer and general education (Vol. 11, No. 1; Vol. 10, No. 1; Vol. 3, No. 5; Vol. 3, No 1; Vol. 99, No. 3; Vol. 90, No. 13; Vol. 80, No. 3; Vol. 73, No. 45) available at: http://www.suny.edu/provost/mtp/index.cfm. It was developed in consultation with Presidents and Chief Academic Officers in all sectors of the University as well as faculty governance leaders, the Undergraduate Committee of the University Faculty Senate, the Academic Affairs Committee of the Faculty Council of Community Colleges and the Student Mobility Steering Committee.

Questions about this memorandum may be directed to the Office of the Provost at: program.review@sysadm.suny.edu.

Attachment

Copy: Chief Academic Officers, All Campuses
                 President, University Faculty Senate
                 President, Faculty Council of Community Colleges
                 President, Student Assembly
                 President, SUNY Registrars Association
                 Student Mobility Steering Committee

Guidance on SUNY Board of Trustee Policy, Resolution 2012-089

Seamless Transfer Requirements

Seamless transfer has been a central theme in SUNY's policies and the strategic and master plans of the Board of Trustees for more than four decades, dating back to the early 1970s. Its centrality reflects the fact that virtually all State University campuses with undergraduate programs serve as both sending and receiving institutions for transfer students. The goal of seamless transfer is to enable students to complete their intended program of study on time, without unnecessary cost and/or duplication of effort.

In support of the State University's continuing commitment to the highest academic standards and student success, this Memorandum builds on previous policy and guidance related to general education and transfer, and on common student learning outcomes in SUNY General Education Requirement (SUNY-GER) courses identified by SUNY faculty, as well as Transfer Paths for dozens of undergraduate majors created by associate and baccalaureate faculty.

The Memorandum is divided into five main sections: Curriculum Design; Curriculum Delivery; Transfer Guarantee and Appeals; Information for Current and Prospective Students, Faculty and Administrators; and Leadership and Renewal.

I. Curriculum Design

Key to achieving seamless transfer is designing curricula to ensure that, within the first two years of full-time study, students in an Associate in Arts (A.A.), Associate in Science (A.S.) or bachelor's degree program can complete the SUNY General Education Requirement and a sufficient number of courses in the major and associated cognate courses to achieve true junior status.

A. SUNY General Education Requirement (SUNY-GER)

The SUNY-GER is the 30-credit requirement for SUNY baccalaureate, A.A. and A.S. degree recipients, which supports academic excellence as well as student choice, mobility and degree attainment by expecting students to demonstrate achievement of SUNY-wide learning outcomes. (See http://www.suny.edu/provost/generaleducation/GenEdGuideApp.cfm).

   i. Thirty credits in a minimum of 7 of 10 SUNY-GER areas are required for all students in programs leading to A.A., A.S. and baccalaureate degrees.

   ii. The SUNY-GER areas of Mathematics and Basic Communication are required. In addition, Natural Science, Social Science, and the Humanities are strongly encouraged, as these areas are required in nearly all bachelor's degree general education programs, giving students who complete them the maximum flexibility for transfer options.

   iii. Campuses shall design each new curriculum leading to an A.A., A.S., and bachelor's degree to enable students to complete seven of ten SUNY-GER areas (including mathematics and basic communication), two competency areas, and 30 credits of SUNY-GER courses within the first two years of full-time study of the program (or 60 credits, whichever is greater).

   iv. Campuses shall review existing programs leading to an A.A., A.S. and bachelor's degree, to determine whether the SUNY-GER can be completed during the first two years of study or equivalent, and revise programs accordingly.

   v. If multiple courses within a general education area are required in a program, it is helpful to align those courses with likely receiving institutions' local requirements, where possible.

vi. Local general education requirements beyond the SUNY-GER shall not require a transfer student to exceed the number of credits to graduation required of native students in the same program.

vii. If a SUNY sending institution certifies that a student has completed the SUNY-GER, then the receiving institution must accept that requirement as being met.

viii. If a SUNY sending institution certifies that a student has completed a SUNY-GER area, then the receiving institution must accept that requirement as being met. If the transfer student has completed SUNY-GER areas that are different from the SUNY-GER areas required by the receiving institution, the receiving institution may require the transfer student to fulfill the additional general education areas as long as it does not require the transfer student to exceed the number of credits to graduation that are required of students who began their college education at the same institution.

ix. To support maximum flexibility for students, campuses are encouraged to seek approval through the SUNY Provost's Office for all potential SUNY-GER courses, including Transfer Path courses that meet the learning outcomes for SUNY-GER areas (see: http://www.suny.edu/provost/generaleducation/GenEdGuideApp.cfm).

B. Foundational Courses and SUNY Transfer Paths

Foundational courses enable lower-division students to establish a solid disciplinary base upon which to take upper-division courses with true junior status. SUNY Transfer Paths are discipline-specific lists of prototype major and cognate courses and descriptions developed by SUNY faculty to identify the foundational courses in a discipline that are typically taken during the first two years of full-time study, and that have been matched with actual courses offered by SUNY campuses. They closely resemble lower-division courses required at other colleges and universities, both public and private. (For additional background on SUNY Transfer Paths, see: http://www.suny.edu/provost/academic_affairs/studentmobility.cfm.)

i. Campuses shall work with the SUNY Provost's Office to maintain a current and complete list of undergraduate courses that are approved as SUNY Transfer Path courses. Campuses should submit proposed additions and deletions to Office of the Provost for review. All approved courses will be posted in a web-accessible database (see http://www.suny.edu/provost/academic_affairs/studentmobility.cfm).

ii. Campuses shall design each new curriculum leading to an A.A., A.S., and bachelor's degree to include a sufficient number of foundational major courses, as well as associated cognate courses, within the first two years of full-time study in the program (or 60 credits, whichever is greater), to enable a bachelor's degree to be completed in two additional years of full-time study. Transfer Path courses should be used when applicable.

iii. Campuses shall review existing programs with Transfer Paths that lead to an A.A., A.S. and bachelor's degree to determine whether they currently include a sufficient number of Transfer Path courses within the first two years of full-time study in the program (or 60 credits, whichever is greater), to enable a bachelor's degree to be completed in two additional years of full-time study. Through local shared governance processes, campuses should revise their programs accordingly to ensure true junior status after the completion of the first two years of full-time study in the program (or 60 credits, whichever is greater).

iv. The SUNY Provost's Office, in consultation with the Student Mobility Committee, will develop a cycle for reviewing the SUNY Transfer Paths. If it is determined that a SUNY Transfer Path may need revision, the SUNY Provost, in consultation with the Faculty Council of Community Colleges and the University Faculty Senate, will convene a faculty

disciplinary committee composed of both two-year and four-year faculty to consider and recommend to the SUNY Provost possible changes to the transfer path.

v. Any SUNY campus may submit a request to the SUNY Provost's Office for the consideration of a new Transfer Path. The SUNY Provost, in consultation with the Faculty Council of Community Colleges and the University Faculty Senate, will convene a faculty disciplinary committee to consider and recommend to the SUNY Provost the appropriate SUNY Transfer Path courses.

vi. If a SUNY Transfer Path does not exist for a program leading to the A.A., A.S. or baccalaureate degree, campuses should ensure that students complete a sufficient number of foundational courses, both major and cognates, to achieve true junior status after two years of full-time study or the equivalent. Campuses submitting new A.A. and A.S. program proposals for SUNY Provost's Office review will continue to be expected to show course equivalencies to parallel programs at two receiving SUNY campuses.

vii. If a campus does not offer a particular course(s) in a Transfer Path, students should be afforded the opportunity to take the course(s) at another SUNY campus, either through online delivery or on campus instruction. Cross-registration policies and procedures are described in *Memorandum to Presidents (Vol. 13, No. 1), Policy and Guidance: Cross Registration of Full-Time Students* (see http://www.suny.edu/provost/mtp/files/mtp13-1.pdf).

viii. Proposed new programs that require SUNY Transfer Path courses which are not currently offered by a campus will need to demonstrate that students will have access to these courses at another campus, through cross-registration, either through online delivery or on campus instruction. In some cases, joint registration with another campus (or campuses) may be needed.

ix. Liberal Arts and Sciences and General Studies programs leading to the A.A. or A.S. degree should require students to complete at least one Transfer Path set of courses that enables them to be true juniors after two years of study, or the equivalent. In cases where there is no SUNY Transfer Path in the disciplinary area of interest, students should complete a sufficient number of foundational courses, both major and cognates, to achieve true junior status after two years of full-time study or the equivalent.

x. Students in Liberal Arts programs expressing an interest in a specific discipline should be advised to follow the SUNY Transfer Path courses in that discipline within the program.

xi. If the advisement in Liberal Arts and General Studies programs leading to the A.A. or A.S. becomes formalized as a set of courses (e.g., through worksheets or degree audit software), then that set of courses should be registered as a track through revision of the currently registered program, which permits the college to advertise the track in the Liberal Arts program. If the college wishes to advertise the set of courses as a program, it must register them as a separate program.

xii. Campuses receiving transfer students should consider a student to have completed a parallel program if the student's transcript includes the successful completion of the Transfer Path courses in the discipline, regardless of the name of the curriculum the student completed.

C. Program Credit Requirements

New York State regulations [8NYCRR sections 52.2(c)(7) and 52.2(c)(8)] require associate degree programs to be normally capable of completion within two years of full-time study or the equivalent, with a minimum of 60 credits; and bachelor's degree programs to be normally capable of completion within four years of full-time study or the equivalent, with a minimum of 120 credits. SUNY policy limits program requirements to generally no more than 64 credits for associate degrees and 126 credits for bachelor's degrees.

i. Consistent with SUNY policy, campuses shall review existing and proposed programs to determine whether the curricular requirements exceed SUNY credit limits, and revise the programs accordingly.

   a. For associate degree programs, the total required credits shall not exceed 64 credits, except in cases where the campus makes a compelling case for doing so, which is then approved by the SUNY Provost.

   b. For baccalaureate degree programs, the total required credits shall not exceed 126 credits, except in cases where the campus makes a compelling case for doing so, which is then approved by the SUNY Provost.

ii. While A.A.S. degree programs are intended to prepare graduates for immediate employment rather than transfer, in fact many SUNY A.A.S. graduates in disciplinary areas such as nursing, business and criminal justice do pursue baccalaureate degrees in parallel disciplinary areas. To facilitate seamless transfer, campuses should consider:

   a. Revising the existing curriculum as an A.A. or A.S. program, incorporating the necessary coursework (Transfer Path and SUNY-GER courses) to ensure true junior status; or

   b. Creating parallel degree options that include an option for direct entry into the workforce (A.A.S.) alongside a transfer preparation program (A.A. or A.S.).

iii. For a limited number of programs, a waiver of SUNY's credit limits and program requirements (including general education and Transfer Path courses) may be necessary. In such instances, campuses shall submit requests for consideration of a waiver to the SUNY Provost at program.review@sysadm.suny.edu. The written request must include both a sample program schedule and a compelling justification for the waiver (e.g., to meet professional licensure requirements, accreditation standards, and/or industry expectations). In all cases, campuses must demonstrate that programs can be completed in the standard number of years. Any waiver of program requirements and/or credit limits must be approved by the SUNY Provost.

iv. In collaboration with campuses, the Office of the Provost will conduct a comprehensive review of programs in disciplines, such as engineering and nursing, where waivers may be necessary and unavoidable. This review will include similar programs at peer campuses within SUNY and nationally. Campuses will not be expected to individually perform these reviews.

II. Curriculum Delivery

Key to achieving seamless transfer is ensuring that students have access to courses, consistent with the faculty designed curricula, to enable them to complete the degree on time and transfer successfully.

A. Course Scheduling to Support Transfer and Degree Completion

i. Campuses shall ensure course availability to support degree attainment and seamless transfer, consistent with faculty designed curricular requirements and student need. Course availability may be facilitated through cross-registration and/or the cross-listing of courses with other campuses and delivered either through online or on campus instruction.

ii. Campuses should publish the frequency of course offerings in their catalog (e.g., "this course is offered every fall and spring"), so that students know the availability of required courses for their full program of study and can plan accordingly.

B. Declaration of Major

Successful advising and transfer depend upon students clarifying their educational goals as early as possible.

      i. For associate degree programs, students should be expected to matriculate into a registered program of study on or before earning 30 credits.

     ii. For baccalaureate degree programs, students should be expected to declare a major on or before earning 60 credits.

C. Residency Requirements

      i. Campuses are asked to review their residency requirements and align them with SUNY's commitment to seamless transfer and timely degree attainment, as well as updating them with a consideration of online education, cross-registration and cross-listing courses.

     ii. The SUNY Board of Trustee Seamless Transfer Resolution regarding the guaranteed transfer of SUNY-GER and Transfer Path courses is SUNY policy and must be followed, and supersedes local campus policies.

    iii. Alignment between SUNY and local policies may be achieved in a variety of ways. For example, a reduction of the minimum number of credits or an acceptance of SUNY-GER courses and/or SUNY Transfer Path courses as satisfying residency requirements may reconcile the policies.

    iv. If the integrity of the degree is brought into question because too few courses will be taught by a receiving campus, reverse transfer might be an option, with the student receiving the degree from the institution where the largest number of relevant credits was earned. The Office of the Provost will work with SUNY campuses to facilitate reverse transfer, as appropriate.

D. Inter-institutional Collaboration – Enhanced Access to Courses and Programs

      i. The State University Provost shall develop methods—such as the SUNY Learning Network's Online Course Finder— to provide students at campuses that do not offer all Transfer Path courses information about and access to those courses at other SUNY campuses so that the students can complete lower-division requirements for seamless transfer.

     ii. Campuses should adopt local policies and procedures to implement the SUNY Cross-Registration policy.

III. Transfer Guarantee and Appeals

Under the provisions of the Seamless Transfer Resolution, consistent with longstanding SUNY policy, students who complete a SUNY A.A. or A.S. degrees have guaranteed transfer to a SUNY four-year campus, with true junior status in a parallel baccalaureate program.

A. Guaranteed Admissions

The goal of the SUNY Transfer Guarantee is to provide the applicant an opportunity to continue full-time study at a four-year institution when transferring from a SUNY two-year college with an A.A. or an A.S. degree.

      i. Students who earn an A.A. or A.S. degree shall be guaranteed admission in a parallel program at a SUNY baccalaureate campus. Transfer students are obligated to meet only those admissions requirements—to institutions or to particular programs—that also apply to continuing and returning students, and to meet application submission deadlines.

     ii. A.A. and A.S. graduates, accepted in parallel programs at SUNY baccalaureate campuses, who have completed the appropriate Transfer Path courses and SUNY-GER, will be afforded true junior standing and be given the opportunity to complete the requirements for a bachelor's degree within four additional semesters of full-time study or the equivalent.

iii. Students with an A.A. or A.S. degree in Liberal Arts, General Studies, Independent Studies, or other such programs who have completed a Transfer Path curriculum and the SUNY-GER will be guaranteed admission and junior status at a SUNY baccalaureate campus in a parallel program.

iv. If a student completes more than one Transfer Path, the admission and junior status guarantee applies to each Transfer Path, allowing the student maximum flexibility to find the most suitable transfer program.

v. Through Strategic Enrollment Management, SUNY will address any capacity issues related to the SUNY Transfer Guarantee, and campuses will have opportunities to seek additional resources for program development in high-need disciplines that lack capacity to meet transfer student demand.

vi. SUNY System shall strengthen its admissions, recruitment efforts, and procedures to promote student mobility, including referring transfer students to campuses with capacity.

B. Transfer of SUNY General Education Courses

Each SUNY campus will grant credit to transfer students for successfully completing SUNY-GER courses.

i. Consistent with prior policy, a passing grade counts as successful completion for the SUNY-GER area at any campus; transfer of credit is guaranteed if a course is successfully completed with a grade of C or above. Each campus has discretion about whether a particular course grade satisfies graduation requirements outside SUNY-GER, provided that the campus treats native and transfer students the same.

ii. Pass/Fail courses may be accepted at the discretion of the campus but transfer is not guaranteed.

C. Transfer of Courses in the Major

Consistent with prior policy, approved SUNY Transfer Path courses are guaranteed to transfer as courses in the major or required cognates (not just as electives) at all SUNY campuses if completed with the grade of C or better.

i. Campuses can choose to accept a passing grade lower than C.

ii. If a program requires a grade higher than C of native students, this standard can apply to transfer students as well.

iii. Pass/Fail courses may be accepted at the discretion of the campus but transfer is not guaranteed.

iv. If a Transfer Path course is equivalent to or replaces a prerequisite course at the incoming campus that course shall fulfill the local prerequisite and the student can move into the higher level course at the receiving campus.

D. Appeals Processes

Student Appeals

i. Under SUNY policy, all students who have been accepted or are currently enrolled at SUNY campuses and who do not agree with a campus decision regarding acceptance or placement of credit earned elsewhere in SUNY are allowed to appeal. Appeals must start at the campus level, and may proceed to the system level if necessary.

ii. Information and instructions regarding campus and system appeals processes should be posted on campus websites in an easily accessible and understandable manner. Contact information

should be made available, and the following link should also be posted on the campus website: http://www.suny.edu/provost/academic_affairs/studenttransferappeal.cfm.

iii. If students do not agree with their local campus decision regarding the appeal, or have not received a campus response in 15 business days, the student may appeal to the SUNY Provost (see: http://www.suny.edu/provost/academic_affairs/studenttransferappeal.cfm).

Campus Appeals

i. A receiving campus may appeal having to accept a SUNY-GER or Transfer Path course from a sending campus (see http://www.suny.edu/provost/academic_affairs/studentmobility.cfm).

ii. A sending campus may appeal a decision by a receiving campus not to accept a SUNY-GER or Transfer Path course or a course in an articulation agreement.

iii. After receiving an appeal request, the SUNY Provost's Office will attempt to have the campuses arrive at a mutually acceptable outcome. If this is not achieved, the appeal will be referred to the Student Mobility Steering Committee.

IV. Information for Current and Prospective Students, Faculty and Administrators
Clear, complete, accurate, timely and easily accessible information is essential for supporting completion and success for all students, including students seeking seamless transfer. The New York State Commissioner's Regulations require the publication—in the college catalog or bulletin—of program descriptions that include prerequisites and requirements for completion.

A. Campus Role
Campuses should ensure that clear, complete, accurate and timely information in the following areas is easily accessible in catalogs, websites, program planning tools and/or other sources:

i. Program requirements, including expected student learning outcomes and sample schedules for program completion that include sequencing and availability of all courses, particularly major and cognate courses, with an indication of Transfer Path and/or articulation agreement courses, when applicable.

a. For A.A., A.S., and bachelor's degree programs, the general education requirement, including SUNY-GER and any local requirements; courses that students may use to satisfy SUNY-GER, and their availability and transferability; any specific general education requirements for particular majors; campus policies on grades in general education courses for native and transfer students; and the effective date for SUNY-GER policies.

b. Student advisement and registration policies and schedules, and their implications for transfer students.

c. Requirements about when students are expected to declare a major or program and their intended degree.

d. Expected course schedules (e.g., "offered every fall and spring" or "offered fall only").

e. Detailed term course/section schedules (with days and times) for as many future terms as possible, to promote planning for timely degree completion.

f. Campus residency requirements and any implications for transfer students.

g. Each student's progress toward the intended degree, using degree planning and audit tools.

h. SUNY policy, including the seamless transfer guarantee and its implications for students.

i. Transfer opportunities at other SUNY campuses, and articulation agreements.

    j.   Campus contact information for questions about transfer and information on the transfer appeals process, including local and system-level appeals.

B. SUNY System Role

SUNY System will do its part to coordinate information across campuses to support student completion and success, including seamless transfer.

    i.   SUNY System shall maintain an easily accessible website with clear, complete, accurate and current information for campuses about seamless transfer, also known as student mobility (see http://www.suny.edu/provost/academic_affairs/studentmobility.cfm) The website will include information about SUNY's Transfer guarantee, the SUNY General Education Requirement, SUNY Transfer Paths, transfer course equivalencies, SUNY cross-registration policy, and the SUNY transfer appeal process for institutions and students.

    ii.   SUNY shall continue to coordinate and support information resources and tools that help campuses design and update their curricula, including the SUNY Degree Planning and Audit system, the SIRIS term/course file, academic program dashboards, and transfer student tracking.

    iii.   SUNY System will continue to coordinate efforts to make courses available so that both native and transfer students can complete degree plans in a timely way, using such means as the SUNY Degree Planning and Audit tool, the SUNY Learning Network's Online Course Finder, the SUNY cross-registration policy, and others.

    iv.   SUNY System's strategic enrollment management effort shall support seamless transfer by tracking useful indicators for transfer advisors, enrollment officers, faculty and others, which may include transfer applications and acceptances; transfer enrollment patterns; institutional and program capacity for meeting transfer student demand; and transfer student outcomes, including retention and graduation rates for the system, each campus, and selected majors.

V. Leadership and Renewal

A. Review and Implementation Timeline

Students will be best served by timely and efficient implementation of SUNY's Seamless Transfer Requirements policy. In consultation with faculty governance, campus Chief Academic Officers should develop a plan for implementing the provisions of this Memorandum to Presidents that corresponds with the following timeline.

    i.   Effective January 2013, all proposals for new or revised academic programs must follow the SUNY Board of Trustees Resolution regarding Seamless Transfer Requirements, as explained in the implementation guidelines in this Memorandum.

    ii.   For currently registered programs, the implementation timeline is divided into three phases:

        a.   Phase I - Initial Review and Waiver Requests (completed by January 31, 2014)

- Campus reviews all programs for compliance with Seamless Transfer Requirements policy and submits an initial *Program Status Inventory* to the SUNY Provost. (Note: System Administration will assist campuses with preloading the *Program Status Inventory* for faculty review during summer, 2013.)

- Campus submits all waiver requests for SUNY Provost's consideration.

        b.   Phase II - Minor Revisions (effective for students entering in Fall, 2014)

- For programs that need only minor revision to comply with SUNY's Seamless Transfer requirements (such as deleting or specifying a free elective, specifying a

general education category or adding a Transfer Path Course), campus follows its local governance procedures for changing curricula.

- For programs that can meet Seamless Transfer Requirements if courses in the curricula receive SUNY approval as SUNY GER and/or Transfer Path courses, campus completes the appropriate SUNY course approval processes.

- Campus submits updated *Program Status Inventory* by October 15, 2014.

c. Phase III - Major Revisions (effective for students entering in Fall, 2015)

- For programs requiring major revision that must be approved by SUNY and re-registered by SED (such as cumulative change of one-third or more of the minimum credits required for the award since last program registration; adding or deleting tracks or concentrations; and any change involving licensure-related courses), campus submits formal proposals to the SUNY Provost by December 1, 2014.

- Campus submits final *Program Status Inventory* by October 15, 2015.

iii. The Office of the Provost staff will work with the SUNY Chief Academic Officers to track campus progress on each implementation phase of Seamless Transfer Requirements.

iv. Students who began a program before the effective date of program revisions must be allowed to graduate under the program's previous requirements. However, if it is beneficial to the student, the student should be allowed to graduate under the revised program requirements.

B. Monitoring and Assessment

i. The Chief Academic Officer at each campus will be responsible for ensuring local compliance with Seamless Transfer Requirements.

ii. System Administration will continue to develop monitoring capabilities to gauge the effectiveness of Seamless Transfer policy across SUNY, including whether campuses are honoring transfer guarantees for SUNY-GER and Transfer Path courses, using current and future data sources such as degree planning and audit system reports and data warehouse information submitted through SIRIS.

iii. In collaboration with the Student Mobility Steering Committee, the Office of the Provost will develop an assessment plan to gauge the progress of implementation, compliance with seamless transfer requirements, and impact on student outcomes across the System. The assessment plan will be completed no later than May 31, 2014.

Appendix: Background Information

Salient Provisions of Trustees Resolution 2012-089, Seamless Transfer Requirements

i. Each curriculum leading to an A.A., A.S., and bachelor's degree shall enable students to complete seven of ten SUNY General Education Requirement academic areas (including mathematics and basic communication), two competency areas, and 30 credits of SUNY General Education courses within the first two years of full-time study of the program (or 60 credits, whichever is greater), unless a program-level waiver applies.

ii. When a campus or curriculum has lower-division, locally defined general education requirements that exceed the SUNY General Education Requirement, it shall ensure that those local requirements do not prevent a student from completing an undergraduate degree within the program's usual credit requirement.

iii. Consistent with prior policy, each incoming transfer student shall have fulfilled a SUNY General Education area, as distinguished from the particular course, if the original SUNY campus deemed it fulfilled.

iv. The student shall receive credit for a SUNY General Education Requirement course that applies to the major if successfully completed with a grade of C or above.

v. Consistent with prior policy, each curriculum with a transfer path shall guarantee credit to incoming transfer students for successfully completed transfer path courses in the academic discipline, as well as associated cognate courses, where successfully completed is defined as a minimum grade of C, or higher if the campus has a higher standard for its students who start as freshmen. This provision does not preclude a campus from accepting a lower grade if it so chooses.

vi. Each undergraduate curriculum with a transfer path shall require students to complete the number of major courses in the path that will achieve true junior status, as well as associated cognate courses, within the first two years of full-time study in the program. If a transfer path has not yet been established, A.A., A.S., and bachelor's degree programs should ensure that students will have completed sufficient foundational courses to be true juniors after two years of full-time study and, wherever appropriate, a transfer path should be developed.

vii. Associate degree programs shall generally require no more than 64 credits that can normally be completed within two years of full-time study or the equivalent, and bachelor's degree programs shall require no more than 126 credits that can normally be completed within four years of full-time study or the equivalent, unless there is a compelling justification.

viii. In accordance with SUNY Transfer Guarantee policy, students with an A.A. or A.S. degree having successfully completed the SUNY General Education requirements and the transfer path courses specified for a bachelor's degree shall be guaranteed admission to a four-year campus offering that program, under the same conditions as students who enrolled at the campus as freshmen, consistent with Strategic Enrollment Planning goals, for needs and capacity in each discipline.

ix. The State University Provost shall develop methods to provide students at campuses that do not offer all transfer path courses access to those courses at other SUNY campuses so that the students can complete lower-division requirements for seamless transfer.

x. Campuses shall clearly identify and publish program-specific admissions requirements, degree requirements, transfer policies, and transfer appeal mechanisms for their students, faculty and staff. System administration will maintain policies, appeal information and campus contact information on its website.

Glossary of Terms

General Education. A variety of high-quality courses in an undergraduate curriculum that provide students with a set of non-specialized, coherent and focused educational experiences aimed at enabling students to acquire broad knowledge and skills that are useful and important for all educated persons regardless of their jobs or professions. (*Source:* Trustees Resolution 2010-006)

SUNY General Education Requirement (SUNY-GER). The 30-credit requirement for SUNY baccalaureate, A.A. and A.S. degree recipients, which supports academic excellence as well as student choice, mobility and degree attainment by expecting students to demonstrate achievement of SUNY-wide learning outcomes in seven of ten knowledge areas (and two required competency areas, Critical Thinking and Information Management), as follows:

Basic Communication (required)	American History
Mathematics (required)	Western Civilization
Natural Sciences	Other World Civilizations
Social Sciences	The Arts
Humanities	Foreign Language

Consult the following guidelines for General Education learning outcomes and course approval: http://www.suny.edu/provost/generaleducation/GenEdGuideApp.cfm.

Liberal Arts and Sciences (LAS). The New York State Education Department requires a minimum number of credits in liberal arts and sciences courses in each registered undergraduate degree program, as shown in Table 1. In most cases, SUNY-GER courses may be counted as liberal arts and sciences courses.

Table 1. Minimum Amount of Liberal Arts Content Required for Each Undergraduate Degree		
Degree	**Minimum Proportion of Content**	**Minimum Number of Credits**
Associate in Arts (A.A.)	3/4	45
Associate in Science (A.S.)	1/2	30
Associate in Applied Science (A.A.S.)	1/3	20
Bachelor of Arts (B.A.)	3/4	90
Bachelor of Science (B.S.)	1/2	60
All other undergraduate baccalaureate degrees (B.B.A., B.E., B.F.A., B.P.S., B.Tech., etc.)	1/4	30

SOURCE: http://www.highered.nysed.gov/ocue/lrp/liberalarts.htm

Residency Requirement. A policy that specifies the minimum number of credits that a student must take at the institution where the student is matriculated and the degree will be awarded.

Student Mobility Steering Committee. The Student Mobility Steering Committee is a SUNY shared-governance standing committee that reports to the SUNY Provost, the Faculty Council of Community Colleges, and the University Faculty Senate. The Student Mobility Steering Committee makes recommendations to the SUNY Provost on all matters concerning the ability of students to transfer from one campus to another within SUNY as prescribed by SUNY Board of Trustee Policy. For details on membership and responsibilities, see: http://www.suny.edu/provost/academic_affairs/steeringcommittee.cfm.

SUNY Transfer Paths.   The SUNY Transfer Paths consist of the foundational courses (courses in the major plus cognate courses) within academic disciplines that are commonly taken in the first two years of study, leading to true junior status. The Transfer Path courses were developed via SUNY faculty disciplinary committees for the most popular transfer disciplines.

Cognate Courses. Cognate courses are taken outside the discipline or department, yet relate directly to the student's field of study (e.g., mathematics for natural science majors).

Resources for Campuses

General Education – Resources for Campuses
http://www.suny.edu/provost/generaleducation/GenED.cfm

Student Mobility Page –Information and Resources for Campuses and Students
http://www.suny.edu/provost/academic_affairs/studentmobility.cfm

Student Mobility Dashboard – Contains a searchable database of all approved Transfer Path courses.
http://www.suny.edu/provost/academic_affairs/SUNYBID.cfm

References

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Trustees Resolution 90-241, State University General Education Requirement

Trustees Resolution 90-196, Reaffirmation and Extension of the State University Board of Trustees' Transfer Policy

Trustees Resolution 72-302 Transfer Guarantee Program Guidelines