

Eligibility:

This process is only for students who have been accepted or are currently enrolled in baccalaureate programs at Purchase College, SUNY, and who do not agree with Purchase's decision regarding acceptance or placement at Purchase of credit earned elsewhere.

Along with *Section A* completed on this form, the following information is required:

- a letter outlining the reasons for the appeal
- an official transcript from the college transferring from
- a course description and/or syllabus of the course the student has taken. [Note: Both may be required.]

Once the completed form has been received with the documentation listed above, you will receive an email in response with a decision within ten business days (fifteen business days when school is not in session.)

Section A: (completed by the applicant)

Name: _____ Date: _____

Student ID #: _____

Email: _____ Phone # _____

Address: _____

College/University Transferred From: _____

Course Being Evaluated (course number and title): _____

Semester _____ Grade _____ Credits _____

Credits or Requirements Requested for this Course (General Education, Major Credit, Elective, specific Purchase course, etc.):

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

Noreen Mante/Senior Transfer Credit and Degree Audit Advisor
Registrar's Office, Purchase College, SUNY
735 Anderson Hill Road
Purchase, NY 10577

Date Received:

Form _____ *Transcript* _____

Letter _____ *Syllabus* _____

Responded: _____
