Memorandum to Presidents

Date: November 19, 1990

From: Office of the Provost and Vice Chancellor for Academic Programs

Subject: Reaffirmation and Extension of Transfer and Articulation Policy

To: Presidents, State-operated Campuses
Presidents, Community Colleges

The State University Board of Trustees adopted the attached resolution at its September meeting. The resolution reflects the University's commitment to articulation by reaffirming, extending, and strengthening its existing policies on transfer and articulation. Previously-adopted policy provisions (transmitted in Memoranda to Presidents, Vol. 73, No. 45; Vol. 80, No. 3; and Vol. 87, No. 9) are incorporated into this resolution so that all transfer principles are now contained in one document.

Attached to this resolution are guidelines and procedures for implementation which should prove helpful to all of us as we endeavor to improve the transfer process. I would be interested in any suggestions you might have to carry out these policies more effectively.

Attachment

Copies for information sent to:
Deans, Statutory Colleges
President Coll
Provost Nesheim

Joseph C. Burke
To: The Board of Trustees

From: D. Bruce Johnstone

Subject: Reaffirmation and Extension of the State University Board of Trustees' Transfer Policy

I recommend that the Board of Trustees adopt the following resolution:

Whereas this Board by Resolution 72-302 adopted November 29, 1972, established a transfer policy guaranteeing graduates with Associate in Arts (A.A.) and Associate in Science (A.S.) degrees from two-year State-operated and community colleges within State University of New York (SUNY) an opportunity to continue their education on a full-time basis at State University baccalaureate campuses and by Resolutions 80-53 and 87-114, adopted March 26, 1980 and June 24, 1987, respectively, further extended this policy to provide, among other things, that such students be accorded full junior status and credit transfer for general education courses; and

Whereas the University's transfer policy has served well SUNY's goal and mission of providing full access to the State's citizens to higher education and in order to renew and strengthen the University's commitment to the goals underlying this policy, it is desirable to reaffirm and extend the policy by making further provisions regarding its implementation; now, therefore, be it

Resolved that the principles constituting the transfer policy of State University of New York as outlines in Resolutions 72-302, 80-53, and 87-114 be, and hereby are, reaffirmed as follows:

1. New York State residents who are graduates of a State University two-year college, including the community colleges operating within the program of the University, and who possess an A.A. or A.S. degree, shall be guaranteed an opportunity to continue their education on a full-time basis at a baccalaureate campus of the University; and
2. Graduates of two-year colleges within SUNY with an A.A or A.S. degree, when accepted in parallel programs at baccalaureate campuses of the University, shall be accorded full junior status and be given the opportunity to complete the requirements for a bachelor's degree within four additional semesters of full-time work; and

3. Graduates of two-year colleges within SUNY, when accepted with junior status within parallel programs at baccalaureate campuses of the University, shall be granted full credit for general education courses taken and not be required to repeat successfully completed courses with similar curricular content; and

4. Only those admissions requirements to institutions or to particular programs applicable to continuing and returning students shall be applied to SUNY A.A. and A.S. transfer students; and

5. These transfer students shall be accorded, as far as possible, opportunities in areas such as housing, advisement and registration comparable to those of returning and continuing students; and, be it further

Resolved that, beginning with the fall of 1991, the following additional principles shall pertain in the implementation of SUNY's transfer policy:

1. New York State residents who are graduates of a City University two-year college, and who possess an A.A. or A.S. degree, shall be guaranteed the same opportunity to continue their education on a full-time basis at a baccalaureate campus of the University as is accorded graduates from SUNY two-year colleges;

2. Baccalaureate campuses of SUNY in their enrollment planning shall give priority to A.A. and A.S. graduates of State University and City University of New York over other transfers;

3. Academic decisions on admissions for such transfer students shall be based solely on their previous collegiate record;

4. Baccalaureate campuses in making these admissions' decisions shall pay particular attention to applications from A.A. and A.S. transfer students from their region who cannot relocate to another part of the State;

5. Baccalaureate campuses and two-year colleges of SUNY are encouraged to maintain and expand their many agreements across the State and to be especially concerned for placebound students by having institutions in close geographical proximity expand articulation agreements and, where appropriate, establish joint admission agreements; and, be it further
Resolved that these policy extensions to address placebound transfer students do not diminish the expectation that SUNY baccalaureate campuses shall continue to provide access for A.A. and A.S. graduates from two-year colleges throughout the State; and, be it further

Resolved that the Board reaffirms its intention that SUNY shall continue to provide access to first-time students at both its baccalaureate campuses and its two-year colleges; and be it further

Resolved that nothing contained in these policies is intended to diminish in any way the current transfer opportunities which exist for SUNY A.A.S. degree holders; and, be it further

Resolved that the document entitled "Guidelines for the State University of New York Transfer Policy" dated September 27, 1990, (copy on file in the Office of the Secretary of the University) be, and hereby is, approved by the Chancellor, or designee, be, and hereby is, authorized to amend and supplement said guidelines from time to time, in such manner as shall be determined to be appropriate.

Background

The Board of Trustees has long supported transfer between two- and four-year institutions and has passed no less than three transfer policies. The first, adopted on November 29, 1972, guaranteed a New York State resident graduating from a State University of New York two-year college with an A.A. or A.S. degree an opportunity to continue his or her education on a full-time basis at a baccalaureate campus.

The second policy, adopted on March 26, 1980, provided that graduates, when accepted in parallel programs at baccalaureate campuses of the University, would be afforded full junior standing and would be given the opportunity to complete the requirements for a bachelor’s degree within four additional semesters of full-time work. The principal effect of this resolution was to improve integration of program majors between two-year and baccalaureate campuses.

The third, adopted on June 24, 1987, provided that A.A. and A.S. graduates be granted full credit transfer for general education courses taken and not be required to repeat successfully completed courses with similar curricular content. The resolution required that transfer students be obliged to meet only those admissions’ requirements to institutions or to a particular program applicable to continuing and returning students. Further, the resolution required that transfer students be accorded, as far as possible, opportunities in areas such as housing, advisement and registration comparable to those of continuing and returning students.

The additional proposals before the Board build upon the transfer guarantees included in the Board policies of 1972, 1980, and 1987. Their purposes are summarized as follows:
To extend the University's transfer policy to A.A. and A.S. graduates of the City University of New York;

- To give priority consideration in the enrollment planning by baccalaureate campuses to graduates with A.A. and A.S. degrees from SUNY and CUNY over other transfers;

- To ensure that academic decisions on admissions for such transfer students are based solely on their previous collegiate record;

- To charge baccalaureate institutions to pay particular attention to applications from A.A. and A.S. graduates from their region who may be unable to relocate to other parts of the State;

- To encourage baccalaureate campuses and two-year colleges of SUNY to maintain and expand their many agreements across the State and to be especially concerned for placebound students by having institutions in close geographical proximity expand articulation agreements and, where appropriate, establish joint admission agreements;

- To ensure that SUNY baccalaureate campuses continue to provide access for transfer graduates throughout the State;

- To reaffirm that SUNY will provide access to first-time students at both its baccalaureate and its two-year campuses;

- To ensure that the current transfer opportunities which exist for SUNY A.A.S. degree holders are not diminished in any way by these policies; and

- To provide guidelines for the transfer policy to ensure its effective implementation.

A copy of the "Guidelines for the State University of New York Transfer Policy" is provided as Attachment I. As a supplement to the guidelines, the Central Administration Office of Access Services will promulgate detailed implementation procedures (Attachment II).
Guidelines for the State University of New York Transfer Policy

1. The annual enrollment planning process administered by the Office of Institutional Research and Planning shall be used to implement the transfer policies of the Board in the following ways:

   - Each year SUNY two-year colleges shall estimate the number and type of associate degrees they expect to grant and the academic programs of their anticipated graduates in order to assist SUNY baccalaureate campuses, especially those in the same region, in planning for transfer enrollments;

   - Each year SUNY baccalaureate campuses shall use this information in allocating a reasonable number of new student places between transfers and first-time students;

   - The annual enrollment plans of the baccalaureate campuses shall estimate the number of transfer places anticipated for A.A. and A.S. graduates from SUNY and CUNY; and

   - In the creation of enrollment plans, baccalaureate campuses shall be particularly sensitive to applications from placebound A.A. and A.S. graduates, especially into impacted academic programs with enrollment limits.

2. Campuses in close proximity are expected to continue to develop and expand the range of articulation and joint admissions agreements.

3. The Chancellor shall appoint a Transfer and Articulation Committee, composed of Central Administration officials and two- and four-year campus presidents. The Committee shall review the enrollment experiences of SUNY baccalaureate campuses and make recommendations to the Chancellor to ensure the effective implementation of the policies on transfer. These recommendations should include, if necessary, proposals for funded enrollment increases for possible inclusion in the University's budget request for the following year to ensure access for transfer and first-time students.

4. As a supplement to these guidelines, the Office of Access Services in Central Administration shall promulgate detailed implementation procedures (Attachment II) which will provide time frames which students must follow to take advantage of this policy, and the steps the campuses and Central Administration must take in carrying it out.

5. The Chancellor, or designee, shall report periodically to the Board of Trustees on implementation of these transfer policies and on the critical issue of access to baccalaureate campuses for both first-time and transfer students.
APPLICANT OBLIGATIONS

February 1  Deadline by which AA/AS applicants must have submitted a SUNY Application to APC.

February 15  Applicants must have provided the baccalaureate campus with an official two-year college transcript showing at least the equivalent of three semesters of completed study.

March 15  Applicant must have provided the supplemental application material for those campuses which require it.

May 1  Transfer applicants who have elected to avail themselves of the guaranteed admissions program must notify Access Services through their toll free number. (See below.)

APPLICATION PROCESSING CENTER OBLIGATION

February 15  APC will provide each baccalaureate campus with a roster of their transfer applicants who indicated on the application form that they expected to receive an AA/AS degree prior to enrollment to a four-year campus.

BACCALAUREATE CAMPUS OBLIGATION

April 1  Each baccalaureate campus will provide the Application Processing Center with a roster of AA/AS applicants noting final admissions decisions.

APPLICATION PROCESSING CENTER OBLIGATIONS

April 15  APC will provide each baccalaureate campus with a roster of unduplicated denials from two-year campuses within their region.

April 15  APC will contact and inform the students of their eligibility and request each candidate to confirm their willingness to be considered in the transfer guarantee program by calling Access Services toll free number prior to May 1.

BACCALAUREATE CAMPUS OBLIGATIONS

May 15  Within each region, baccalaureate campus admissions directors will need to finalize the campus assignment of eligible candidates and transmit the admissions acceptance material to appropriate students and to the Application Processing Center.
SUNY AA/AS TRANSFER GUARANTEE POLICY IMPLEMENTATION PROCEDURES

CHRONOLOGY - SPRING ADMITS

APPLICANT OBLIGATIONS

September 15  Deadline by which AA/AS applicants must have submitted a SUNY Application to APC.

October 1    Applicants must have provided the baccalaureate campus with an official two-year college transcript showing at least the equivalent of three semesters of completed study.

October 15 Applicant must have provided the supplemental application material for those campuses which require it.

December 1 Transfer applicants who have elected to avail themselves of the guaranteed admissions program must notify Access Services through their toll free number. (See below.)

APPLICATION PROCESSING CENTER OBLIGATION

October 15   APC will provide each baccalaureate campus with a roster of their transfer applicants who indicated on the application form that they expected to receive an AA/AS degree prior to enrollment to a four-year campus.

BACCALAUREATE CAMPUS OBLIGATION

November 1   Each baccalaureate campus will provide the Application Processing Center with a roster of AA/AS applicants noting final admissions decisions.

APPLICATION PROCESSING CENTER OBLIGATIONS

November 15 APC will provide each baccalaureate campus with a roster of unduplicated denials from two-year campuses within their region.

November 15 APC will contact and inform the students of their eligibility and request each candidate to confirm their willingness to be considered in the transfer guarantee program by calling Access Services toll free number prior to May 1.

BACCALAUREATE CAMPUS OBLIGATIONS

December 15 Within each region, baccalaureate campus admissions directors will need to finalize the campus assignment of eligible candidates and transmit the admissions acceptance material to appropriate students and to the Application Processing Center.
STATE UNIVERSITY OF NEW YORK
by campus type, code number and coordinating area

APPENDIX A

UNIVERSITY CENTERS
31 Albany III
15 Binghamton II
20 Buffalo I
19 Stony Brook IV

COLLEGES OF ARTS AND SCIENCE
32 Brockport I
33 Buffalo I
34 Cortland II
49 Empire State College III
35 Fredonia I
36 Geneseo I
41 New Paltz IV
46 Old Westbury IV
42 Oneonta II
43 Oswego II
44 Plattsburgh III
45 Potsdam III
47 Purchase IV

CENTERS FOR THE HEALTH SCIENCES
99 College of Optometry IV
98 Health Science Center at Brooklyn IV
26 Health Science Center at Buffalo Univ. I
19 Health Science Center at Stony Brook Univ. IV
97 Health Science Center at Syracuse II

COLLEGES OF TECHNOLOGY
93 College of Agriculture and Technology at Cobleskill III
96 College of Agriculture and Technology at Morrisville II
91 College of Technology at Alfred I
92 College of Technology at Canton III
94 College of Technology at Delhi II
95 College of Technology at Farmingdale IV
57 Fashion Institute of Technology IV
46 Institute of Technology at Utica/Rome II

SPECIALIZED COLLEGES
40 College of Agriculture and Life Sciences at Cornell Univ. II
30 College of Ceramics at Alfred Univ. I
17 College of Environmental Science and Forestry I
40 College of Human Ecology at Cornell Univ. II
40 College of Veterinary Medicine at Cornell Univ. II
18 Maritime College IV
40 School of Industrial and Labor Relations at Cornell Univ. II

COMMUNITY COLLEGES
69 Adirondack III
53 Bronx II
51 Cayuga County II
84 Clinton III
85 Columbia-Greene II
82 Community College of the Finger Lakes I
54 Corning I
55 Dutchess IV
79 Erie City I
56 Erie North I
13 Erie South I
77 Fulton-Montgomery III
81 Genesee I
80 Herkimer County II
58 Hudson Valley III
59 Jamestown I
66 Jamestown (Olean) I
74 Jefferson II
60 Mohawk Valley II
71 Monroe I
61 Nassau IV
75 Niagara County I
87 North Country III
72 Onondaga II
63 Orange County IV
65 Rockland IV
83 Schenectady County II
67 Suffolk County IV
73 Sullivan County IV
86 Tompkins Cortland II
66 Ulster County IV
70 Westchester IV