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Responsible Office:  
[Academic Affairs](#)

**Procedure Title:**  
Transfer and Articulation Procedures

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This procedure item applies to:  
Community Colleges  
State-Operated Campuses

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## Summary

These guidelines relate to the implementation of the State University of New York's (University) transfer and articulation policy.

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## Process

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:
  - a. each year University 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 University baccalaureate campuses, especially those in the same region, in planning for transfer enrollments;
  - b. each year University baccalaureate campuses shall use this information in allocating a reasonable number of new student places between transfers and first-time students;
  - c. the annual enrollment plans of the baccalaureate campuses shall estimate the number of transfer places anticipated for A.A. and A.S. graduates from University and City University of New York; and
  - d. in the creation of enrollment plans, baccalaureate campuses shall be particularly sensitive to applications from place bound 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 system administration officials and two- and four-year campus presidents. The committee shall review the enrollment experiences of University 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 enrollment management in University system administration shall promulgate detailed implementation procedures, which will provide timeframes, which students must follow to take advantage of this policy, and the steps the campuses and System 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 issue of access to baccalaureate campuses for both first-time and transfer students.

## **UNIVERSITY A.A./A.S. TRANSFER GUARANTEE POLICY IMPLEMENTATION PROCEDURES CHRONOLOGY - FALL ADMITS**

### **Applicant Obligations**

- February 1 Deadline by which A.A./A.S. applicants must have submitted a University Application to Application Processing Center (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 the office of enrollment management.

### **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 A.A./A.S. degree prior to enrollment to a four-year campus.

### **Baccalaureate Campus Obligation**

- April 1 Baccalaureate campuses will provide the Application Processing Center with a roster of A.A./A.S. 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 the office of enrollment management prior to May 1.

### **Baccalaureate Campus Obligation**

- 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.

## **UNIVERSITY A.A./A.S. TRANSFER GUARANTEE POLICY IMPLEMENTATION PROCEDURES CHRONOLOGY - SPRING ADMITS**

### **Applicant Obligations**

- September 15 Deadline by which A.A./A.S. applicants must have submitted a University 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 the office of enrollment management.

### **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 A.A./A.S. degree prior to enrollment to a four-year campus.

### **Baccalaureate Campus Obligation**

- November 1 Baccalaureate campus will provide the Application Processing Center with a roster of A.A./A.S. 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 the office of enrollment management prior to May 1.

#### **Baccalaureate Campus Obligation**

- 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.
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#### **Forms**

There are no forms relevant to this procedure.

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#### **Related Procedures**

There are no related procedures relevant to this procedure.

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#### **Other Related Information**

[Transfer and Articulation Policy](#)

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#### **Authority**

State University of New York Board of Trustees Resolution 90-196 adopted on September 27, 1990.

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#### **History**

State University of New York Board of Trustees Resolution 90-196 adopted on September 27, 1990 reaffirming and expanding on the University transfer and articulation policy.

The State University of New York Board adopted Trustees Resolution 87-114 adopted on June 24, 1987, which 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.

State University of New York Board of Trustees Resolution 80-53 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 State University of New York Board 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 in Trustees Resolution 72-302 adopted on November 29, 1972.

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#### **Appendices**

There are no appendices relevant to this procedure.

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