# Transfer Credit Re-evaluation Request

State University of New York, College at Oneonta  
Academic Advisement Center  
100 Netzer Administration Building  
Oneonta, New York 13820  
Phone: (607) 436-3390  Fax: (607) 436-3392

## USE THIS FORM TO REQUEST RE-EVALUATION OF TRANSFER CREDIT

- Use one form per department.  
- Attach a copy of the course description and syllabus for each course listed below.  
- Bring the form to the appropriate Department for review:  
  - Academic Department Chairs review courses for exact equivalencies to Oneonta courses and Upper Division attributes on department courses for the major.  
  - Academic Advisement reviews courses for Gen Ed attributes; Liberal Arts Credit; and Upper Division attributes on electives.

## OFFICE USE: Approval Signatures and Date - AAC or Dept.

### DEPARTMENT CHAIR / ACADEMIC ADVISEMENT REVIEW

___ The transfer course listed above is equivalent to the listed College at Oneonta course. Make this change on Banner so all future students receive the equivalency.

___ The change noted is to be made for this student only.

___ The re-evaluation requested is not equivalent. The request is denied.

Dept. Chair or AAC Staff Signature  
____________________________________  
Date  
____________________________________  

Ed Majors—must obtain Education Dept. Chair Approval in addition to above  
____________________________________  
Date