

APPENDIX A

POLICY OF THE BOARD OF TRUSTEES OF THE CITY UNIVERSITY OF NEW YORK ON TRANSFER ADMISSION AND TRANSFER CREDIT

POLICY 1.29 TRANSFERS

The Chancellor, in consultation with the Council of Presidents and the faculty, including the Discipline Councils, shall establish a process that will entail a review of transfer program distribution requirements, ensure full implementation of all transfer policies including those related to student admission and testing, and ensure that the policies are properly interpreted and broadly disseminated to students, faculty and administrators. ([BTM,1999,11-22,005, C](#))

Vocational and skills courses such as typing, taken independently or as part of a liberal arts degree program, are not to be awarded credit upon transfer except in such cases where the senior college determines that it wishes to grant such credit. ([BTM,1985,06-24,005, D](#))

The University policies requiring the passage of a University Proficiency Examination and passage of a common objective test to exit from remediation, as adopted by the Board of Trustees on 23 November 1998, Action Item 5.A, and 27 September 1999, Action Item 5.A., respectively, as they relate to transfer students or otherwise, are in no way affected or altered by the provisions contained herein. ([BTM,1999,11-22,005, C](#))

1 Articulated

All liberal arts courses taken in one City University of New York college are to be considered transferable with full credit to each college of the University. Full credit is to be granted for these courses in all departments and programs, and they are to be recognized for the fulfillment of degree requirements. ([BTM,1985,06-24,005, D](#))

Based on a fair and reasonable evaluation of a student's transcript at least nine credits are to be granted in the student's major unless the senior college determines that it wishes to grant additional credit in the major. It is understood that the relationship of course sequence and credit within the major will vary from college to college and major to major and that the allocation of credits will vary slightly. ([BTM,1985,06-24,005, D](#))

All science courses taken in one University college are to be considered transferable, with full credit, to each college of the University; full credit is to be granted for these courses in all departments and programs, and they are to be recognized for the fulfillment of degree requirements. ([BTM,1985,06-24,005, D](#))

Based on a fair and reasonable evaluation of a student's transcript at least nine credits in laboratory science are to be granted in the student's major unless the senior college determines that it wishes to grant additional credit in the major. It is understood that the relationship of course sequence and credit within the major will vary from college to college and major to major and that the allocation of credits will vary slightly. ([BTM,1985,06-24,005, D](#))

The community colleges and senior colleges are to establish an articulation advisement unit at each of the colleges in order to counsel students on career goals, courses to be taken at the student's college prior to transfer, and the requirements expected on transfer. ([BTM,1985,06-24,005, D](#))

The senior colleges shall institute orientation programs for the University community college transfer students to facilitate their adjustment. ([BTM,1967,05-22,016, _](#))

In order to maintain academic standards and to ensure a higher degree of probable achievement, all community college students will be required to pass all three freshman skills assessment tests, prior to transferring to a senior college. ([BTM,1985,06-24,005, D](#))

Excluded from this policy are skills courses, such as writing, and professional courses, such as nursing or education, where instruction is begun at the community college and continued at the senior college. Such courses shall be granted credit, but the senior college shall determine the proper level of placement in its course sequence. ([BTM,1985,06-24,005, D](#))

1.1 Students with The University Associates in Arts or Associates in Science Degrees

When transferring from a community college to a senior college, credit is to be granted for course work taken in the liberal arts and sciences in the community college irrespective of whether the student has fulfilled the requirements for the Associates degree; a maximum of sixty-eight lower level—freshman and sophomore—credits are to be transferred from one college to another unless the senior college determines that it wishes to grant additional credit. No more than sixty-four credits are to be required above the Associates in Arts or the Associates in Science degrees in order to fulfill the requirements for a baccalaureate degree. ([BTM,1985,06-24,005, D](#))

Effective Fall 2000, when students transfer after completing a University Associate in Applied Science (AAS) Degree, or prior to the completion of an Associate in Arts (AA), Associate in Science (AS), or Baccalaureate Degree, the liberal arts and science courses they have completed will be deemed to have fulfilled discipline-specific distribution requirements for all baccalaureate programs on a discipline by discipline basis, with the exception that upper division coursework will not be recognized unless appropriate pre-requisites have been satisfied. ([BTM,1999,11-22,005, C](#))

The Board of Trustees of the University affirms its commitment to all established University transfer policies and further directs that, effective Fall 2000, students who have earned a University AA or AS Degree will be deemed to have automatically fulfilled the lower division liberal arts and science distribution requirements for a baccalaureate degree. However, students may be asked to complete a course in a discipline required by a college's baccalaureate distribution requirements that was not part of the student's associates degree program. ([BTM,1999,11-22,005, C](#))

1.2 Students with The University Associates in Applied Science Nursing Degrees

Graduates of University community college AAS nursing programs shall be admitted to a senior college nursing program on a space available basis. These students shall have first priority over all non-community college graduates. These students shall be assigned a priority for transfer based upon their grade point average and performance on the State Board, when available, as determined by the Office of Admission Services or the University Application Processing Center. All community college nursing graduates with an average above 2.50 who cannot be accommodated under this plan will have the option of entering a senior college as a matriculant in liberal arts. ([BTM,1972,12-18,006, A](#))

2 Non-Articulated

Each college shall establish its minimum eligibility requirements for advanced standing admission and the number of advanced standing places available in each semester. (CPM,1974,11-04,p007)

Students will be allocated to the college and program of their choice provided that the student satisfies the college's eligibility requirements and space is available. (CPM,1974,11-04,p007)

For the purposes of this policy, the term "advanced standing student" does not include students transferring within the same college from one program to another or from non-matriculated to matriculated status. (CPM,1974,11-04,p007)

Those students who meet the admission requirements of a senior college, and who wish to transfer to a senior college from outside the University, shall be required to take the freshman skills assessment tests and be placed at the appropriate skills level as determined by the senior college. ([BTM,1985,06-24,005, D](#))

From the Policy Manual of the Trustees of The City University of New York, available on-line at www.cuny.edu .