

## **TRANSFER CREDIT POLICIES AND PROCEDURES**

### **UNDERGRADUATE**

Transfer of credit to SUNY Maritime College involves consideration of accreditation, comparability of coursework and applicability of that coursework to a Maritime degree program. This document of transfer policies and procedures will help you transition to the program of your choice at SUNY Maritime College.

There are two limitations on the number of transfer credits that can be awarded to a student:

*--The maximum number of transfer credits from all sources described in this document, whether for courses taken before arrival or while a student at SUNY Maritime College, is 90 credits.*

*--All students must take a minimum of 42 credits at SUNY Maritime College, 18 of which must be upper-division major courses as identified by the major department.*

### **PART ONE**

Sources of Transfer Credit

General Transfer Credit Guidelines

Transfer Credit Procedures

### **PART TWO**

Credit Earned While in High School

- Advanced Placement
- International Baccalaureate
- College courses taken through a college

Experiential Credit

- CLEP Exams
- DANTES Exams
- Excelsior Exams
- Military Service
- Governmental and Corporate Training

### **PART THREE**

Articulation Agreements

### **APPENDIX**

Table: Advanced Placement (AP) Examinations – Credits Earned

## **PART ONE**

### **SOURCES OF TRANSFER CREDIT**

SUNY Maritime College evaluates and may award transfer credit from post secondary institutions that are regionally accredited. The regional accrediting agencies are:

- Middle States Association of Colleges and Schools (MSA, [www.msache.org](http://www.msache.org))
- Northwest Commission on Colleges and Universities (NASC, [www.nwccu.org](http://www.nwccu.org))
- New England Association of Schools and Colleges, Inc.—Commission on Institutions of Higher Education (NEASC-CIHE, [www.neasc.org](http://www.neasc.org))
- North Central Association of Colleges and Schools (NCA, [www.ncahigherlearningcommission.org](http://www.ncahigherlearningcommission.org))
- Southern Association of Colleges and Schools/Commission on Colleges (SAS-CC, [www.sacscoc.org](http://www.sacscoc.org))
- Western Association of Schools and Colleges (WASC, [www.wascweb.org](http://www.wascweb.org))

SUNY Maritime College also transfers credit completed at recognized post secondary institutions outside the United States. In most cases, foreign institutions are chartered and authorized to grant degrees by their national governments, usually through a Ministry of Education or similar ministerial body. SUNY Maritime College does not evaluate these credits. Students must have the credits evaluated by World Education Services (WES) or an equivalent professional credential evaluation organization. ([www.wes.org](http://www.wes.org))

Credit by standardized exams is also accepted. These exams are: Advanced Placement (AP), International Baccalaureate (IB), College Level Examination Program (CLEP), DANTES Subject Standardized Tests (DSST), and Excelsior College Exams (ECE, formerly Regents Exams). Details about earning credit for these exams, including minimum scores required, are found in **PART TWO** below.

Transfer credit may be awarded for work completed outside a college setting if that work has been evaluated and approved for credit by ACE. This includes credit for military service and credit from corporate and governmental trainings. The credit must have been ACE-approved at the time it was earned. If the credit recommendation states that credit may be granted on the “basis of institutional evaluation,” Maritime College does not grant credit as it does not perform such evaluations of transfer credit.

From all sources, only credit designated as baccalaureate level degree work is applicable to an undergraduate degree (masters, professional, doctoral, or specialist degree coursework will not transfer). Also, credit will not be awarded for any exam or course content for which a student has previously received credit or for which a student has previously completed advanced study beyond the level to be covered by the exam or the course. If a specific exam or course is repeated, credit will only be awarded for the second taking, since it is the most recent evaluation of a student’s knowledge of that content.

Credit for prior learning older than ten years will *not be guaranteed* from any source.

More information on credit earned in high school and on experiential credit can be found in **PART TWO** below.

## GENERAL TRANSFER CREDIT GUIDELINES

Transfer credit may be used to fill SUNY General Education requirements and/or SUNY Maritime College degree requirements.

All SUNY students must complete thirty (30) SUNY General Education credits covering a minimum of seven of ten knowledge and skills areas. Two of these seven areas are required: Basic Communication and Mathematics. Completion of the remaining credits to meet the SUNY General Education Program Requirements must be earned in at least five of the eight remaining areas: American History, Foreign Language, Humanities, Natural Sciences, Other World Civilizations, Social Sciences, The Arts, and Western Civilization. A course at one SUNY college that has been approved by SUNY Central as meeting a specific General Education requirement meets that requirement at *all* SUNY institutions. Transfer courses from non-SUNY institutions will be evaluated for General Education credits upon entry to the College. At SUNY Maritime College, no single course may be used to fill more than one category.

Transfer credit for other courses is determined by the Academic Dean and the chair of the appropriate department. Credit for Deck or Engine license requirements is awarded only after equivalency of course(s) is fully established.

Note that transfer credits may be awarded for courses that do not meet the requirements of a student's chosen degree program. Thus, a student's transfer credits may include some that apply towards the degree and some that do not. If a student changes his/her degree program, the applicability of credits may also change.

To assure that credit will be awarded for courses taken *after* matriculation at SUNY Maritime College, students should seek *prior* approval from the appropriate department.

## TRANSFER CREDIT PROCEDURES

Courses taken at other institutions are applied toward the degree program at SUNY Maritime College only after receipt of final, official transcripts from all other institutions attended.

**GRADES:** Grades of "C" and above are transferrable to SUNY Maritime College. Grades of "C-" and below will be accepted within a completed associate degree, but students may be encouraged to repeat low grades in courses that lay the foundation for success in subsequent coursework. The cumulative GPA at SUNY Maritime College includes only courses taken at Maritime College; transfer grades are not included, though they may be used to make admission and academic decisions and recommendations.

**CREDITS:** Credit hours awarded for transferred courses are based on the number of credits earned at Maritime College for equivalent courses. If a three-credit Calculus I course was successfully completed and transferred from another institution, Maritime College will record four credits on a student transcript, since Calculus I at Maritime College is a four-credit course. Conversely, if a four-credit Statistics course was successfully completed and transferred from another institution, Maritime will record three credits since Statistics at Maritime College is a three-credit course.

## **PART TWO**

### **CREDIT EARNED WHILE IN HIGH SCHOOL**

- **ADVANCED PLACEMENT EXAMINATIONS**

An official score report from the College Board showing the score on any AP examination is required for credit. A table showing credits earned by an AP exam and minimum score is found in **APPENDIX** below.

- **INTERNATIONAL BACCALAUREATE**

Students who completed higher-level (HL) exams with scores of 4 or better may receive credit after the submission of an official report from the International Baccalaureate Organization. No credit is awarded for Standard Level Examinations. No credit is awarded for IB English language exams taken in a non-native English-speaking country or by a student whose native language is not English.

- **COLLEGE COURSES TAKEN THROUGH A COLLEGE**

A final official transcript must be sent to SUNY Maritime College directly from the college offering courses taken while in high school. Upon receipt, transcripts will be evaluated on a course-by-course basis.

### **EXPERIENTIAL CREDIT**

- **COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)**

The CLEP Program makes it possible for an individual to earn college credit for learning that has taken place outside the college classroom. CLEP examinations are developed, administered, and scored by the College Entrance Examination Board (CEEB) of the Education Testing Service (ETS) in Princeton, New Jersey. SUNY Maritime College will award credit for successfully completed examinations (a score at or above the 50<sup>th</sup> percentile, thus equivalent to the grade of “C”) that can meet baccalaureate degree requirements at SUNY Maritime College. An official report of examination results is required.

CLEP credit will not be awarded to students who have completed a college course covering essentially the same material. CLEP credit will not be awarded if students have satisfactorily completed more advanced courses in the same field. Note that CLEP credit is transfer credit. If an examination is taken *after* matriculation at SUNY Maritime College, *prior* approval must be given to ensure that credit may be given. CLEP exams will not meet residency requirements and may not be used to meet full-time enrollment status.

- **DANTES SUBJECT STANDARDIZED TESTS (DSST) and**
- **EXCELSIOR COLLEGE EXAMS (ECE) (formerly Regents College Exams)**

If appropriate, credit may be awarded for Dantes Subject Standardized Tests and Excelsior College Exams. The American Council on Education determines examination scores for which credit may be awarded.

- **MILITARY SERVICE**

Transcripts from the military service are evaluated according to recommendations in the American Council on Education's Guide to the Evaluation of Educational Experiences in the Armed Services.

The first step to claiming the credits you have earned is to request a transcript from your military service. Each service will provide unofficial personal copies and will send schools an official copy of your transcript at no charge. Each service branch has their own system for recording your military education and experience credits:

**Army:** The Army uses the **AARTS system**, which automatically captures your academic credits from military training, and standardized tests. The AARTS system is available to **enlisted soldiers only**.

**Navy and Marine Corps:** The Navy and Marine Corps use the SMART system. This system automatically captures your training, experience and standardized test scores.

**Air Force:** The Community College of the Air Force (CCAF) automatically captures your training, experience and standardized test scores. Transcript information may be viewed at the CCAF web site.

**Coast Guard:** The Coast Guard Institute (CGI) requires each service member to submit documentation of all training (except correspondence course records), along with an enrollment form, to receive a transcript.

To obtain military records,

visit [http://www.acenet.edu/AM/Template.cfm?Section=Transcript\\_Services1&CONTENTID=28266&TEMPLATE=/CM/ContentDisplay.cfm](http://www.acenet.edu/AM/Template.cfm?Section=Transcript_Services1&CONTENTID=28266&TEMPLATE=/CM/ContentDisplay.cfm).

- **CORPORATE AND GOVERNMENTAL TRAINING**

Companies and agencies may ask to have training programs evaluated by the American Council on Education. If you know your training has been evaluated, you may request an ACE transcript by visiting [http://www.acenet.edu/AM/Template.cfm?Section=Trans\\_Services1&CONTENTID=28037&TEMPLATE=/CM/ContentDisplay.cfm](http://www.acenet.edu/AM/Template.cfm?Section=Trans_Services1&CONTENTID=28037&TEMPLATE=/CM/ContentDisplay.cfm)

## **PART THREE**

### **ARTICULATION AGREEMENTS**

SUNY Maritime College prides itself on being a transfer-friendly institution. Our faculty and staff work hard to make the transition from another college to SUNY Maritime College as smooth and seamless as possible. The College assures all transfer students the best possible application of their transfer credits to the degree requirements at Maritime College in order to facilitate degree completion in a timely manner.

Transfer most often takes place without articulation, with credits being awarded on a course-to-course basis as outlined above. However, to further enhance the transfer process, Maritime College has formalized transfer relationships with many community colleges in the form of dual admissions agreements, articulation agreements, or general cooperative agreements. A dual admission agreement will allow a student to simultaneously enroll in the two-year college and SUNY Maritime College. An articulation agreement matches coursework between a community college and SUNY Maritime College. A general cooperative agreement outlines the transfer policies endorsed by both institutions.

Below is a listing of institutions with which Maritime College has agreements. If you do not see your school listed, you may still transfer your coursework to SUNY Maritime College on a course-by-course basis.

#### **Dual Admission Agreements**

Monroe Community College  
Valley Forge Military College

#### **Current Articulation Agreements**

Atlantic Cape Community College

A.S., Business Administration to B.S., International Transportation and Trade  
A.S., Engineering Science to B.E., Mechanical Engineering  
A.S., Environmental Science to B.S., Marine Environmental Science  
A.S., General Studies to B.S., Maritime Studies

Bergen Community College

A.S., Professional Studies, International Business to B.S., International Transportation and Trade

Bronx Community College

A.S., Business Administration, Management Option to B.S., International Transportation and Trade  
A.S., Engineering Science to B.E., Electrical Engineering

Community College of Rhode Island

General Cooperative Agreement with all applicable programs off study

Herkimer Community College

A.S., Business Administration to B.S., International Transportation and Trade



Monroe Community College

A.S., Business Administration to B.S., International Transportation and Trade  
A.S., International Business to B.S., International Transportation and Trade

Nassau Community College

A.S., Accounting to B.S., International Transportation and Trade  
A.S., Business Administration to B.S., International Transportation and Trade  
A.S., Liberal Arts and Science, Mathematics to B.S., Marine Environmental Science  
A.S., Liberal Arts and Science, Mathematics and Science to B.S., Marine Environmental Science  
A.S., Engineering Science to B.E., Electrical Engineering,  
A.S., Engineering Science to B.E., Facilities Engineering,  
A.S., Engineering Science to B.E., Mechanical Engineering,  
A.S., Engineering Science to B.E., Naval Architecture

Queensborough Community College

A.S., Engineering Science to B.E., Electrical Engineering,  
A.S., Engineering Science to B.E., Facilities Engineering,  
A.S., Engineering Science to B.E., Mechanical Engineering,  
A.S., Engineering Science to B.E., Naval Architecture

Schenectady Community College:

A.S., Business Administration to B.S., International Transportation and Trade

Valley Forge Military College

A.A., Business to B.S., International Transportation and Trade  
A.S., Life Sciences to B.S., Marine Environmental Science  
A.S., Physical Sciences to B.S., Marine Environmental Science

Westchester Community College:

A.S., Engineering Science to B.E., Electrical Engineering,  
A.S., Engineering Science to B.E., Facilities Engineering,  
A.S., Engineering Science to B.E., Mechanical Engineering,  
A.S., Engineering Science to B.E., Naval Architecture  
A.S. Liberal Arts: Math and Science to B.S., Marine Environmental Science  
A.S., Business Administration to B.S., International Transportation and Trade

## Advanced Placement (AP) Examinations -- Credits Earned

| AP EXAMINATION                          | MINIMUM SCORE | MARITIME COLLEGE COURSE  | CREDITS       |
|---|---------------|--|---------------|
| Art History                             | 3             | HUMN 400 History of Art  | 3             |
| Biology                                 | 5             | BIO 201 & 202 General Biology I & II   | 4 + 4         |
|   | 4             | BIO 201 General Biology I  | 4             |
|   | 3             | GERN 000 General Education: Natural Sciences   | 3             |
| Calculus AB                             | 4             | MATH 101 Calculus I  | 4             |
|   | 3             | GERM 000 General Education: Mathematics  | 3             |
| Calculus BC                             | 4             | MATH 101 & 102 Calculus I & II   | 4 + 4         |
|   | 3             | GERM 000 General Education: Mathematics  | 3             |
| Chemistry                               | 5             | CHEM 121 /122 & 123/124 General Chemistry + Lab I & II   | (3+1) + (3+1) |
|   | 4             | CHEM 121 /122 General Chemistry + Lab I  | 3 + 1         |
|   | 3             | GERN 000 General Education: Natural Sciences or CHEM 100                                       | 3             |
| Chinese Language & Culture              | 5             | CHIN 101 & 102 Mandarin I & II   | 3 + 3         |
|   | 3             | CHIN 101 Mandarin I  | 3             |
| Computer Science A                      | 4             | CS 131 Introduction to Computer Programming  | 3             |
|   | 3             | SCI 000 Science Elective   | 3             |
| Macroeconomics                          | 3             | GBEC 121 Macroeconomics  | 3             |
| Microeconomics                          | 3             | GBEC 122 Microeconomics  | 3             |
| English Language                        | 3             | ENGL 101 Freshman English I  | 3             |
| English Literature                      | 3             | ENGL 101 Freshman English I  | 3             |
| English Language AND English Literature | 3 on each     | ENGL 101 & 102 Freshman English I & II   | 3 + 3         |
| Environmental Science                   | 4             | ES 101 Introduction to Environmental Science   | 3             |
|   | 3             | GERN 000 General Education: Natural Sciences   | 3             |
| European History                        | 3             | GERW 000 General Education: Western Civilization   | 3             |
| French Language & Culture               | 5             | 2 GERF 000 General Education: Foreign Language   | 3 + 3         |
|   | 3             | GERF 000 General Education: Foreign Language   | 3             |
| German Language & Culture               | 5             | 2 GERF 000 General Education: Foreign Language   | 3 + 3         |
|   | 3             | GERF 000 General Education: Foreign Language   | 3             |
| Government & Politics Comp              | 3             | GERO 000 General Education: Other World Civilizations  | 3             |
| Government & Politics US                | 3             | GERH 000 General Education: American History<br>or GERS 000 General Education: Social Sciences | 3             |



## Advanced Placement (AP) Examinations -- Credits Earned (cont.)

| AP EXAMINATION                   | MINIMUM SCORE | MARITIME COLLEGE COURSE                               | CREDITS |
|----------------------------------|---------------|---|---------|
| Human Geography                  | 3             | GERO 000 General Education: Other World Civilizations | 3       |
| Italian Language & Culture       | 5             | 2 GERF 000 General Education: Foreign Language        | 3 + 3   |
|                                  | 3             | GERF 000 General Education: Foreign Language          | 3       |
| Japanese Language & Culture      | 5             | 2 GERF 000 General Education: Foreign Language        | 3 + 3   |
|                                  | 3             | GERF 000 General Education: Foreign Language          | 3       |
| Latin                            | 5             | 2 GERF 000 General Education: Foreign Language        | 3 + 3   |
|                                  | 3             | GERF 000 General Education: Foreign Language          | 3       |
| Music Theory                     | 3             | GERA 000 General Education: The Arts                  | 3       |
| Physics 1                        | 4             | PHYS 211 & 213 General Physics I & Lab                | 3 + 0.5 |
|                                  | 3             | GERN 000 General Education: Natural Sciences          | 3       |
| Physics 2                        | 4             | PHYS 214 & 216 General Physics I & Lab                | 4 + 0.5 |
|                                  | 3             | GERN 000 General Education: Natural Sciences          | 3       |
| Physics B                        | 4             | PHYS 211 & 213 General Physics I & Lab                | 3 + 0.5 |
|                                  | 3             | GERN 000 General Education: Natural Sciences          | 3       |
| Physics C: Mechanics             | 4             | PHYS 102 & 104 Engineering Physics I & Lab            | 4 + 0.5 |
|                                  | 3             | GERN 000 General Education: Natural Sciences          | 3       |
| Physics C: Electricity&Magnetism | 4             | PHYS 201 & 203 Engineering Physics II & Lab           | 4 + 0.5 |
|                                  | 3             | GERN 000 General Education: Natural Sciences          | 3       |
| Psychology                       | 3             | GERS 000 General Education: Social Sciences           | 3       |
| Spanish Language & Culture       | 5             | SPAN 101 & 102 Spanish I & II                         | 3 + 3   |
|                                  | 3             | SPAN 101  | 3       |
| Spanish Literature & Culture     | 3             | GERU 000 General Education: Humanities                | 3       |
| Statistics                       | 4             | MATH 251 Statistics                                   | 3       |
|                                  | 3             | GERM 000 General Education: Mathematics               | 3       |
| Studio Art                       | 3             | HUMN 401 Studio Drawing and Painting                  | 3       |
| U. S. History                    | 5             | HIST 101 & 102 American Civilization I & II           | 3 + 3   |
|                                  | 3             | HIST 101 American Civilization I                      | 3       |
| World History                    | 3             | GERO 000 General Education: Other World Civilizations | 3       |