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.

**PART ONE:**

Sources of Transfer Credit

General Transfer Guidelines

Transfer 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
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)
- Northwest Commission on Colleges and Universities (NASC, www.nwccu.org)
- North Central Association of Colleges and Schools (NCA, www.ncahigherlearningcommission.org)
- Southern Association of Colleges and Schools/Commission on Colleges (SAS-CC, www.sacscoc.org)
- Western Association of Schools and Colleges (WASC, 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)

Credit by standardized exams is also accepted. These exams are:

- Advanced Placement (AP). A score of 3, 4, or 5 is acceptable for credit.
- International Baccalaureate (IB). Credit can be granted for scores of 4 and higher on Higher Level Examinations. No credit is awarded for Standard Level Examinations.
- College Level Examination Program (CLEP). All tests except the intermediate-level language tests require the minimum score of 50 recommended by the American Council on Education (ACE). Intermediate-level language courses have higher recommended minimum scores.
- DANTES Subject Standardized Tests (DSST). Minimum scores recommended by ACE vary among tests.
- Excelsior (formerly Regents Exams). Again, ACE recommendations are followed.

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 grants no 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 below.

GENERAL TRANSFER GUIDELINES

A maximum of 75 credits may be transferred from two-year institutions. A maximum of 90 credits may be transferred from a combination of two- and four-year institutions. Non-traditional sources of credit are considered to be from four-year institutions. Transfer credit may be used to fill SUNY General Education requirements, major courses or elective credits. Courses taken at other institutions after matriculation at Maritime College (i.e., courses taken elsewhere during the summer months) are included in...
these maximums. To assure that credit will be awarded for courses taken after matriculation at SUNY Maritime, students should seek prior approval from the appropriate department.

All students at SUNY Maritime must complete nine SUNY General Education requirements. Each SUNY institution has identified courses that have been approved by SUNY to fill the SUNY knowledge and skills areas (Mathematics, Natural Sciences, Social Sciences, American History, Western Civilization, Other World Civilizations, Humanities, The Arts, and Basic Communication—Maritime students are exempt from the Foreign Language requirement). 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. (See Reports of Approved Courses, by Campus). Transfer courses from non-SUNY institutions will be evaluated for general education upon entry to the college. At SUNY Maritime, no single course may be used to fill more than one category.

Transfer courses which meet other program requirements are determined by the Academic Dean and the chair of the appropriate department.

Credit which is not needed to fill general education or program requirements will transfer as elective credit. Most programs are heavily prescribed and have few slots for elective coursework.

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.

TRANSFER PROCEDURES

Courses taken at other institutions are applied toward the degree program at SUNY Maritime College only after receipt of final and 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 a minimum score of 3 on any AP examination is required for credit. Earning credit for a specific Maritime course may require a score higher than 3. (Link to equivalency chart on Admissions page. Current chart is incomplete and needs a statement about grades of 3.)

- INTERNATIONAL BACCALAUREATE *

6 Pennyfield Avenue  Throgs Neck, NY  10465-4198  Tel: (718) 409-7266  Fax: (718) 409-7264

GT: 11/4/09
Students who completed higher-level exams (HL) with scores of “4” or better may receive credit. 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.

* A maximum of 30 credits may be accepted from a combination of AP and IB courses.

** COLLEGE COURSES TAKEN THROUGH A COLLEGE**

A final official transcript must be sent to SUNY Maritime 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 50th percentile, thus equivalent to the grade of “C”) which can meet baccalaureate degree requirements at SUNY Maritime College. Note that SUNY Maritime College is not a testing site.

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.

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.

To order CLEP scores, visit [http://www.collegeboard.com/student/testing/clep/scores.html](http://www.collegeboard.com/student/testing/clep/scores.html).

** 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 for what score on any examination 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.

- 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.

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 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. 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 on a course-by-course basis.

Dual Admission Agreements:

Monroe Community College

Valley Forge Military College

Current Articulation Agreements:

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 of 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; B.E., Facilities Engineering; B.E., Mechanical Engineering; or B.E., Naval Architecture

Queensborough Community College: A.S., Engineering Science to B.E., Electrical Engineering; B.E., Facilities Engineering; B.E., Mechanical Engineering; or 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, Marine Biology Minor
A.S., Physical Sciences to B.S., Marine Environmental Science, Meteorology and Oceanography Minor

Westchester Community College: A.S., Engineering Science to B.E., Electrical Engineering; B.E., Facilities Engineering; B.E., Mechanical Engineering; or 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
A.S., International Business to B.S., International Transportation and Trade