

TRANSFER CREDIT POLICIES AND PROCEDURES

UNDERGRADUATE

Transfer of credit to SUNY Maritime College involves consideration of the comparability of coursework and the applicability of that coursework to a Maritime degree program. This document of transfer policies and procedures will help you transition to the undergraduate 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 for a bachelor's degree, 45 credits for an associate's degree.

All bachelor's degree students must take a minimum of 42 credits at SUNY Maritime College, at least 18 of which must be via upper-division major courses as identified by the major department; all associate's degree students must take a minimum of 30 credits at SUNY Maritime College, at least 12 of which must be via major courses as identified by the major department.

PART ONE

Sources of Transfer Credit

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

PART ONE

SOURCES OF TRANSFER CREDIT

SUNY Maritime College standardly evaluates and awards transfer credit for course work at 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)
- New England Association of Schools and Colleges, Inc.—Commission on Institutions of Higher Education (NEASC-CIHE, www.neasc.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)

Students with prior college-level course work at institutions without regional accreditation may request a meeting with the Associate Provost for Academic Programs, Planning and Assessment (or his/her designee) for an evaluation; detailed syllabi may be required in order to receive transfer credit.

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, www.wes.org) or an equivalent professional credential evaluation organization.

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 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.

Credit for courses more than ten years old may be denied based on currency issues, e.g., course content outdated, new technology considerations, student review of subject matter necessary.

TRANSFER CREDIT PROCEDURES

Transfer credit for all courses is determined by the Associate Provost for Academic Programs, Planning and Assessment (or his/her designee) and the chair of the relevant department. For Deck or Engine license courses, strict equivalency and appropriate recency must be established before transfer credit is awarded. The U.S. Coast Guard's policy is that the academy from which a student graduates is responsible for documenting completion of all program requirements in accordance with the approval granted to that academy. Therefore, students who wish to transfer certain license or STCW courses from another maritime academy must provide a transcript, training record book (if appropriate) and any other pertinent documentation to be evaluated on a case-by-case basis, to determine whether such training and education was successfully completed, and is thus transferable. The Dean of Maritime Education and Training, in consultation with the appropriate license Department Chair (or designee), will conduct a review of this information, in accordance with current U.S. Coast Guard and MARAD national and international regulations and policy, and provide a determination regarding acceptable transfer credit.

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 for SUNY General Education 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 SUNY Maritime College. At SUNY Maritime College, no single course may be used to fill more than one category.

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. Passing 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 AP exams and minimum required scores is found at AP Table.

- **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 College Board's CLEP Program makes it possible for an individual to earn college credit for learning that has taken place outside the college classroom. An official score report from the College Board showing the score on any CLEP examination is required for credit. A table showing credits earned by CLEP exams and minimum required scores is found at CLEP Table.

Note that, even if taken while a student at Maritime, 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. There are currently two systems for recording your military education and experience credits:

Army, Navy, Marine Corps, Coast Guard The Joint Services Transcript (JST) lists academic credits from military training and standardized tests. It is available to both active personnel and veterans from all Army components, Coast Guard, Marine Corps, and Navy. Information about obtaining a JST is available at <https://jst.doded.mil/smart/signIn.do>.

Air Force The Community College of the Air Force (CCAF) automatically captures training, experience and standardized test scores. Information about obtaining a CCAF transcript is available at <http://www.airuniversity.af.mil/Barnes/CCAF/>.

SUNY Maritime College's Office of Veteran and Military Affairs can assist in obtaining transcripts.

- **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 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



Jamestown Community College

A.S., Environmental Science to B.S., Marine Environmental Science

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