

UB Student Transfer Credit Appeal Form

Students who are transferring SUNY courses to UB and wish to appeal the transfer credit evaluation and course equivalencies awarded by the University at Buffalo should submit the following information for each transfer course as a petition for re-evaluation:

1. Catalog descriptions for the course and all courses listed as prerequisites to the course
2. A course syllabus for the course being petitioned

Petition date: _____

Student's name: _____

Student's 8-digit UB person number: _____

Student's email address: _____

Student's primary mail address: _____

The SUNY campus where you completed the course with the year and semester:

SUNY campus: _____ *Year:* _____ Summer Fall Spring

Course number and title of the transferred course being appealed:

Course number: _____ *Course title:* _____

The UB course number and title you think matches the transferring course:

UB course number: _____ *UB course title:* _____

Additional comments: _____

This completed form and supporting material should be sent by email, fax, or mail to:

Vice Provost and Dean of Undergraduate Education
548 Capen Hall
ATTN: Transfer Appeal
University at Buffalo
Buffalo, NY 14260
Phone: (716) 645-6003 | Fax: (716) 645-2549 | Email: vpue@buffalo.edu

The Office of the Vice Provost and Dean of Undergraduate Education (VPUE) will acknowledge by email (or mail if email isn't available), the date your appeal was received. VPUE will provide a final UB response in the form of a **SUNY Transfer Credits Campus Response Form**, by email (or mail if email isn't available) within ten (10) business days or fifteen (15) business days when the university is not officially in session, excluding official New York State holidays. Students have the right to appeal UB's final decision directly to SUNY and will be informed of that option in the event the student's appeal is denied at UB.