

Anyone auditing a course shall not be enrolled in that course and shall not be listed on its roster. Auditors do not earn academic credit or any formal recognition. Auditors are not required to meet the requirements of the course and the instructor is not obligated to evaluate their work in any way. Persons who want to audit a course should obtain a "Request to Audit Form" from the division of Graduate and Continuing Education or online at www.potsdam.edu/academics/grace. The form requires the written approval of the course instructor and the chair of the department offering the course. Completed forms must be submitted to the division of Graduate and Continuing Education. A course audit may be revoked if space is limited, and if a formally registered student wishes to enroll in the course by the official posted late-add deadline. Auditors only attend at the discretion of the course instructor and are subject to all appropriate guidelines under the student Code of Conduct.

Remedial Credits

Credit hours earned in classes which are primarily remedial or college preparatory in nature may not be counted among credit hours earned or toward degree requirements.

Undergraduate Transfer Credit Policies

Transfer Credits

Definition: Credits earned for instruction not under the direct control of SUNY Potsdam are transfer credits.

Acceptance of Credit: The Academic Transfer Services Office is responsible for evaluation of transfer credentials. Credits will be accepted for coursework completed with a grade of 1.0/D or higher at a regionally accredited institution of higher education, (i.e., college, junior college, technical institute, seminary, Armed Forces Institute, Service Members Opportunity College or foreign institution). Guidelines issued by the American Association of College Registrars and Admissions Officers (AACRAO) will be used where necessary and applicable to assist in evaluation.

An official evaluation of transfer credit will be completed for each transfer student at the time of acceptance to the College. This evaluation constitutes an agreement between the student and SUNY Potsdam and is binding for six years from the catalog date indicated on the evaluation. During that time no changes may be made to the detriment of the student because of subsequent changes in College policy or requirements.

Because of the difficulty in evaluating the equivalence of grading systems among institutions, grades earned elsewhere in courses accepted for transfer credit will not be used in computing the academic average. Therefore, they are not included in eligibility for the President's List, Dean's List or honors designations.

Transfer credit from colleges on a different credit/calendar plan necessitates numerical conversion to semester credit hours (for example: quarter hour credits multiplied by $2/3$ = semester credit hours).

Upper-Division Credit: No community college course may be transferred for upper-division credit. Courses taught at the lower-division level at the transfer institution will transfer as lower-division credit. Such a course may transfer as equivalent in course content to an upper-division SUNY Potsdam course; however, it will not count as upper-division credit.

Major Field Credit: The decision as to whether and how transferred credits apply toward completion of a major at SUNY Potsdam rests with the major academic department. Note: A grade of 2.0/C or better must be earned in each course to be applied toward the major or major

cognates. In addition, a minimum of 15 credits in the major at the upper-division level must be completed at SUNY Potsdam.

Liberal Arts Credit: In general, credits earned in a department corresponding to an arts and sciences department at SUNY Potsdam will be considered liberal arts. Should the liberal arts content of a particular course be questioned, the decision will be made by the Academic Transfer Services Office in consultation with the department concerned. Courses from departments of education, military science or business administration are defined as non-liberal arts. If students question the determination of non-liberal arts credit for courses originating in such departments, they may appeal to the Academic Transfer Services Office for a reexamination of the decision.

Transfer credits from departments which do not exist at SUNY Potsdam may be given liberal arts credit. In such cases, the decision will be made by the Director of Academic Transfer Services in consultation with related departments.

Transfer Support Services

SUNY Potsdam acknowledges that students transferring from one academic environment to another face special needs and concerns. Any student having questions relating to the transfer of undergraduate credit to SUNY Potsdam is encouraged to stop by Academic Transfer Services, 305 Raymond Hall, 315-267-2932.

SUNY Student Transfer Appeal Processes

The State University of New York has an appeal process pertaining to decisions regarding the transfer of credit from SUNY Community Colleges to baccalaureate programs at a SUNY institution, according to the SUNY guidelines for eligibility.

This process is only for SUNY Community College students who have been accepted or are currently enrolled in baccalaureate programs at a SUNY institution, and who do not agree with the campus decision regarding acceptance or placement of credit earned elsewhere in SUNY.

Coordination of the appeal process will be facilitated by the Academic Transfer Services Office (305 Raymond Hall). Students wishing to pursue this process should contact Academic Transfer Services by phone at 315-267-2932 or by email at transfer@potsdam.edu. If a concern is not resolved through informal communication between the appropriate program director or academic department chair, the following processes are available.

Appeal at the SUNY Potsdam Campus Level

Step One: The student submits a written letter outlining the reasons for the appeal to the appropriate program director or chair. For instance, appeals regarding General Education credit are submitted to the Director of General Education and appeals regarding a major degree program are submitted to the chair of the department in which the degree program is located. The Academic Transfer Services Office can assist a student in identifying the appropriate person to whom a specific appeal should be submitted.

Within five business days of the date of receipt of the appeal, the program director or chair will respond to the student in writing regarding the disposition of the appeal.

Step Two: If the student is not satisfied with the decision rendered in Step One, a Step Two appeal may be submitted to the Office of the Provost outlining the reasons for the appeal and responding to issues raised by the program director or chair in Step One. The Provost or a

designee will respond in writing to the student in five business days of receipt of the Step Two appeal.

Note: An appeal at the SUNY System level is available, as outlined below. The Academic Transfer Services Office can supply the appropriate forms for this level of appeal.

Appeal at the SUNY System Level

If the student has not had a response from the campus within ten business days, or is not satisfied with response at the campus level, he/she can submit an appeal to the SUNY Provost with supporting materials. The SUNY Provost or designee will gain additional information from the receiving institution as needed. The SUNY Provost will respond to the student within five business days from receipt of completed appeal application.

If the SUNY Provost reverses the campus decision on a course, that reversal will apply only to that student, not to the generalized acceptability of the course. All decisions will be officially communicated to the student and the campus provost or provost's designee. If appropriate, the SUNY Provost may recommend that the University-wide Transfer Review Committee consider this course during deliberations during the next campus appeal cycle.

Most Common Transfer Credit Sources

College/University Transfer Credit

Credits will be accepted for course work completed with a grade of 1.0/D or higher at regionally accredited institutions of postsecondary education. In order to transfer these credits, students must request official college/university transcripts to be mailed (or emailed from a secure transcript service) directly to the Academic Transfer Services Office.

Advanced Placement (AP) Examination Credits

A student who has had advanced work in one or more subjects in high school may be granted college credit on the basis of college Board Advanced Placement (AP) Examination scores. The assignment of college credit will be determined by the Academic Transfer Services Office (see AP chart on the next page).

AP credit may be applied toward General Education requirements, major/minor requirements or electives. Students who have earned such credit should have official score reports forwarded to SUNY Potsdam Academic Transfer Services Office. Application forms and a bulletin of information about the AP Examinations may be obtained from the College Board Advanced Placement Examinations, P.O. Box 992, Princeton, New Jersey 08540 or online at <https://apstudent.collegeboard.org/home>.

See page 41 for Advanced Placement transfer equivalents.

College-Level Examination Program (CLEP) Credit

The College-Level Examination Program provides the opportunity for students to earn college credit by examination.

CLEP credit may be applied toward General Education requirements, major/minor requirements or electives.

Credit for CLEP subject exams is granted for students earning the minimum score (equivalent to a C/2.0 grade) or higher as recommended by the American Council on Education (ACE). The assignment of college

credit will be determined by the Academic Transfer Services Office (see page 42 for CLEP transfer equivalents). Students must have an official score report sent directly to the SUNY Potsdam Academic Transfer Services Office in order to gain transfer credit.

Information regarding CLEP examinations and requests for official score reports can be obtained from the College-Level Examination Program, P.O. Box 6600, Princeton, NJ 08541-6600 or online at <https://clep.collegeboard.org>. The closest CLEP Test Center to Potsdam is located at Jefferson Community College, 1220 Coffeen Street, Watertown, NY 13601, 315-786-2288. See page 42 for CLEP transfer equivalents.

International Baccalaureate Program (IB)

With its origins in Europe, the International Baccalaureate Program is a rigorous pre-university course of study leading to examinations, being offered by a number of high schools in the United States. SUNY Potsdam welcomes applications from IB students.

College credit for Standard and Higher level IB subjects will be granted on a course-by-course evaluation for each subject in which a student earns a score of 4 (satisfactory) to 7 (excellent). In order to gain credit, students must have both a final high school transcript and official IB score report/transcript mailed directly to the Academic Transfer Services Office. In most cases, a one-year IB course will transfer for three to four semester hours of credit and a two-year IB course will transfer for six to eight semester hours of credit in the course discipline. IB credit may be applied toward General Education requirements, major/minor requirements or electives.

Information regarding the International Baccalaureate Program can be found online at www.ibo.org.

Military Credit

College credit for military education will be granted on a case-by-case basis for students who provide official educational documentation. The Academic Transfer Services Office grants college credit for military education based on recommendations from the American Council on Education (ACE) as noted on each transcript. Military credit typically transfers as elective credit, in some cases however, it may transfer to satisfy specific Potsdam course work. It also satisfies the College's physical education requirement.

Students who served in the Air Force should contact www.au.af.mil/au/barnes/ccaf/transcripts.asp and have an official transcript sent to Academic Transfer Services. Students who served in the Army, National Guard, Coast Guard, Marine Corps or Navy should contact <https://jst.doded.mil/official.html> and have an official Joint Services Transcript (JST) sent electronically to Academic Transfer Services.

Credit by Examination in The Crane School of Music

See The Crane School of Music Student Handbook available online at www.potsdam.edu/academics/crane/current/upload/CSH.pdf

Advanced Placement (AP) Transfer Equivalents

Advanced Placement Program	General Education Requirement Fulfilled	Departmental Equivalence (Score of 3 or higher needed)
ART		
Studio Art: 2-D Design	Aesthetic Experiential [AE]	4 hrs., ARTS 120
Studio Art: 3-D Design	Aesthetic Experiential [AE]	4 hrs., ARTS 130
Studio Art: Drawing	Aesthetic Experiential [AE]	4 hrs., ARTS 110
History of Art	Western Civilization [WC]	6 hrs., ARTH 101 and 102
BIOLOGY		
	Scientific Inquiry-Biological Sciences with Laboratory [SB] [LB]	Score of 3 = 4 hrs., BIOL 100 Score of 4 = 4 hrs., BIOL 151 or 152 (See Chair) Score of 5 = 8 hrs., BIOL 151 and 152
CHEMISTRY		
	Scientific Inquiry-Physical Sciences with Laboratory [SP] [LB]	Score of 3 or 4 = 4 hrs., CHEM 105 Score of 5 = 8 hrs., CHEM 105 and 106
COMPUTER SCIENCE		
Computer Science A	Freshman Mathematics [FM]	3 hrs., CIS 201
Science AB	Freshman Mathematics [FM]	6 hrs., CIS 201 and 203
ECONOMICS		
Macroeconomics	Social Analysis [SA]	3 hrs., ECON 110
Microeconomics	Social Analysis [SA]	3 hrs., ECON 105
ENGLISH		
Language and Composition	Aesthetic Critical [AC]	Score of 3 = 6 hrs., LITR elective
	Freshman Writing [FW] and Aesthetic Critical [AC]	Score of 4 or 5 = 7 hrs., COMP 101 and LITR elective
Literature and Composition	Aesthetic Critical [AC]	Score of 3 = 6 hrs., LITR elective
	Freshman Writing [FW] and Aesthetic Critical [AC]	Score of 4 or 5 = 7 hrs., COMP 101 and LITR elective
ENVIRONMENTAL SCIENCE		
Environmental Science	Scientific Inquiry-Physical Sciences [SP]	Score of 3, 4 or 5 = 3 hrs.
GEOGRAPHY		
Human Geography	Cross-Cultural Perspective [XC]	3 hrs., GEOG 350

GOVERNMENT AND POLITICS		
United States	Social Analysis [SA]	Score of 3 = 3 hrs., Political Science lower division elective. Score of 4 or 5 = 4 hrs., POLS 110
Comparative	Cross-Cultural Perspective [XC]	3 hrs., POLS 130
HISTORY		
United States	American History [AH]	6 hrs., HIST 201 and 202
European	Western Civilization [WC]	6 hrs., HIST 101 and 102
World	Cross-cultural Perspective [XC]	3 hrs., HIST 100
MATHEMATICS		
Calculus AB	Freshman Mathematics [FM]	Score of 3 = 4 hrs., MATH 110 Score of 4 or 5 = 4 hrs., MATH 151
Calculus BC	Freshman Mathematics [FM]	Score of 3 = 4 hrs., MATH 151 Score of 4 or 5 = 8 hrs., MATH 151 and 152
MODERN LANGUAGE		
French Language	Modern Language Proficiency [ML]	Score of 3 = 3 hrs., and placement at 200 level. Score of 4 or 5 = 6 hrs., and placement at 200 or 300 level (See Chair)
French Literature		
Spanish Language		
Spanish Literature		
German Language	Modern Language Proficiency [ML]	Score of 3 = 3 hrs., Score of 4 or 5 = 6 hrs.
Italian Language		
Latin Literature		
Latin-Virgil		
MUSIC		
Music Theory	Aesthetic Experiential [AE]	3 hrs., MULT 101
PHYSICS		
Physics 1	Scientific Inquiry: Physical Sciences with Laboratory [SP] [LB]	Score of 3, 4 or 5 = 4 hrs., PHYS 101
Physics 2	Scientific Inquiry: Physical Sciences with Laboratory [SP] [LB]	Score of 3, 4 or 5 = 4 hrs., PHYS 202
Physics C: Electricity & Magnetism	Scientific Inquiry: Physical Sciences with Laboratory [SP] [LB]	Score of 3, 4 or 5 = 4 hrs., PHYS 103
Physics C: Mechanics	Scientific Inquiry: Physical Sciences with Laboratory [SP] [LB]	Score of 3, 4 or 5 = 4 hrs., PHYS 305
PSYCHOLOGY		
Psychology	Social Analysis [SA]	3 hrs., PSYC 100
STATISTICS		
Statistics	Freshman Mathematics [FM]	3 hrs., MATH 125 or STAT 100

College-Level Examination Program (CLEP) Credit

CLEP Examination	Minimum Score	Potsdam Equivalent Course	Transfer Credit	* Gen Ed Satisfied
BUSINESS				
Financial Accounting	50	ACCT 201 Principles of Accounting I	3	
Information Systems	50	CMPT elective	3	
Introductory Business Law	50	MGMT 330 Legal Environment of Business	3	
Principles of Management	50	MGMT 301 Principles of Management	3	
Principles of Marketing	50	MKTG 301 Principles of Marketing	3	
COMPOSITION and LITERATURE				
American Literature	50	LITR elective	3	AC
Analyzing & Interpreting Literature	50	LITR 100 Introduction to Literature	3	AC
College Composition	50	COMP 101 Writing and Critical Thinking	3	FW
College Composition Modular with Essay	50	COMP 101 Writing and Critical Thinking	3	FW
English Literature	50	LITR elective	3	AC
FOREIGN LANGUAGE				
French Language	50	FREN elective	6	ML
	59	FREN elective	12	ML
German Language	50	Language elective	6	ML
	60	Language elective	12	ML
Spanish Language	50	SPAN elective	6	ML
	63	SPAN elective	12	ML
HISTORY and SOCIAL SCIENCES				
American Government	50	POLS 110 Intro. to U.S. Politics	3	SA
History of the United States I	50	HIST 201 United States to 1877	3	AH
History of the United States II	50	HIST 202 United States since 1877	3	AH
Human Growth and Development	50	PSYC elective	3	
Principles of Macroeconomics	50	ECON 110 Principles of Macroeconomics	3	SA
Principles of Microeconomics	50	ECON 105 Principles of Microeconomics	3	SA
Introductory Psychology	50	PSYC 100 Introduction to Psychology	3	SA
Introductory Sociology	50	SOCI 101 Introduction to Sociology	3	SA
Western Civilization I	50	HIST 101 Europe from 1500 to 1815	3	WC
Western Civilization II	50	HIST 102 Europe since 1815	3	WC
SCIENCE and MATHEMATICS				
Biology	50	BIOL elective	3	SB
Calculus	50	MATH 151 Calculus I	3	FM
Chemistry	50	CHEM 100 Chemistry	3	SP
College Algebra	50	MATH elective	3	FM
College Mathematics	50	MATH 100 Excursions in Mathematics	3	FM
Precalculus	50	MATH 110 Precalculus	3	FM

* please refer to General Education section of the catalog for general education designations