

TRANSFER ARTICULATION AGREEMENT
between
TOMPKINS CORTLAND COMMUNITY COLLEGE
and
SUNY POTSDAM

The purpose of this agreement is to facilitate the transfer of students from the Paralegal, A.A.S. degree at Tompkins Cortland Community College (TC3) to the Political Science, B.A. degree at SUNY Potsdam. Students transferring with an associate degree will enter Potsdam as Juniors and, assuming normal academic progress, have the opportunity to complete the B.A. degree in two additional years of full-time enrollment.

Admission

- TC3 students should apply to SUNY Potsdam the semester prior to their intended transfer date. Applying early in that semester is encouraged.
- The application is available online at www.suny.edu/applysuny - SUNY waives the application fee for students transferring with an associate degree from TC3.
- An official transcript is required from every college attended.
- An official high school transcript or copy of the GED/TASC is also required to be on file for federal financial aid purposes.
- SUNY Potsdam guarantees admission to students transferring with the A.A.S. degree.
- Transfer scholarships are available to transfer students with a 3.25 or higher GPA and are renewable for one year if SUNY Potsdam GPA is 2.5 or higher.
- The parties will encourage all students to pursue enrollment in these programs regardless of background.

Transfer of Courses

- All college-level non-major courses with a D (1.0) or higher will transfer; all major requirement courses with a C (2.0) or higher will transfer and count toward the major.
- There is no maximum number of transfer credits, but a minimum of 30 credits, including 15 upper-division credits in the major, must be completed with SUNY Potsdam coursework. Students transferring credits in excess of those required by the A.A.S. degree at TC3 may complete more than 120 total credits in pursuit of the B.A. degree.
- An official evaluation of transfer credit is mailed with the admission acceptance letter.

SUNY General Education/College Requirements

- TC3 students transferring upon completion of the A.A.S. degree have satisfied SUNY Potsdam's WAYS 101, 102, and 103 requirements. Students transferring with the A.A.S. degree may also satisfy SUNY Potsdam's General Education Ways of Thinking, Connecting Through a Language Other Than English (CL), and Connecting Globally (CG) requirements if they transfer with 7 of 10 SUNY General Education categories fulfilled and 30 total general education credits. As defined by

SUNY, the 7 out of 10 must include Communication-Written and Oral; Diversity: Equity, Inclusion, and Social Justice; Mathematics (and Quantitative Reasoning); and Natural Sciences (and Scientific Reasoning).

- TC3 students transferring upon completion of the A.A.S. degrees will complete SUNY Potsdam's Physical Education (PE/HW), Communicating in the Major (CM) and Connecting Theory to Practice (CT) requirements through course work at Potsdam.

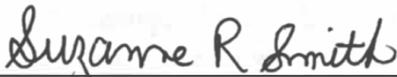
Transfer Services

- Students are required to attend a transfer student orientation.
- New transfer students receive individual advising with specially trained advisors.

This agreement commences upon the date of its signing and shall remain in effect until terminated by either college. The major information will be reviewed on a periodic basis and updated as curricular changes are made at both colleges. Both colleges will notify each other when such changes are made.

SUNY Potsdam

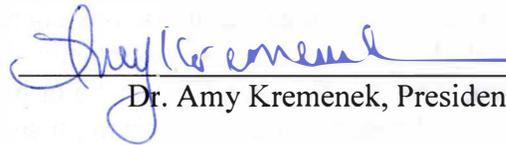
Tompkins Cortland Community College



Dr. Suzanne Smith, President

10/29/2025

Date



Dr. Amy Kremenek, President

5/12/25

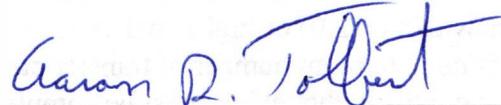
Date



Dr. Susan Perkins, Provost

10/28/2025

Date



Dr. Aaron Tolbert, Provost & Vice President of Academic Affairs

5/7/2025

Date

SUNY TRANSFER COURSE EQUIVALENCY TABLE

Tompkins Cortland Community College Paralegal, A.A.S.					SUNY Potsdam Political Science, B.A.					
Course #	Course Title	SUNY GER	Major or SUNY Transfer Path	Credits Granted	Course #	Equivalent Course Title	SUNY GER	Major or SUNY Transfer Path	Credits Accepted	
PARA 101	Introduction to Paralegalism			3		TRNL Transfer Credits			3	
ENGL 100	Academic Writing I			3		Comp LL English Transfer Course			3	
ACCT 101	Financial Accounting			4	ACCT 201	Principles of Accounting I			4	
PSYC 103	Introduction to Psychology			3	PSYC 100	Introduction to Psychology			3	
SOCI 101	Introduction to Sociology			3	SOCI 101	Introduction to Sociology			3	
PARA 130	Legal Research and Drafting			3		TRNL Transfer Credits			3	
BUAD 201	Business Law I			3	MGMT 330	Legal Environment of Business			3	
ECON 101	Introduction to Economics			3		ECON LLSA Economics Transfer Course			3	
ENGL 101	Academic Writing II			3	COMP 101	Writing/Critical Thinking			3	
ENGL 204	Fundamentals of Interpersonal Communication			3	COMM 245	Interpersonal Communication			3	
PARA 205	Civil Litigation & Procedure			3		TRNL Transfer Credits			3	
PARA 215	Family & Domestic Relations Law			3		TRNL Transfer Credits			3	
ENGL 103	Report Writing			3		Comp LL English Transfer Course			3	
	Science Elective (with Lab)			4		Science course (LLNW)			4	
POSC 103	American National Government			3	POLS 110	Intro to US Government			3	
PARA 210	Real Estate & Property Law			3		TRNL Transfer Credits			3	
PARA 220	Wills, Trusts, Estate Planning			3		TRNL Transfer Credits			3	
PARA 230	Paralegal internship			3		TRNL Transfer Credits			3	
PARA 231	Paralegal Seminar			3		TRNL Transfer Credits			3	
MATH 200	Statistics*			3	MATH 125	Probability & Statistics I			3	
	*Note: This is preferred but other options include MATH 120 or CIS 108.					Meets TM and MATH LL or CIS LL				
				62					Total Credits Transferred	62
									Remaining Credits Needed for Graduation after Transfer	58

Remaining courses to complete at SUNY Potsdam:

Free electives (24 cr.)

POLS 130 Intro to Comparative Politics (4 cr.)

POLS 140 Intro to International Relations (4 cr.)

POLS 200 Political Ideas (4 cr.)

POLS 289 Approaching Political Puzzles (4 cr.)

POLS 400 Senior Seminar (4 cr.)

POLS 300-400 Level Electives (12 cr.)

PE/HW (2 cr.)