

## Transfer Credit, Substitution and Waivers Policies

### Transfer Credit

#### Transfer Students

- Verify that the Transfer Student's college has the appropriate accreditation. For School of Business – AACSB accredited Schools of Business, only for 300/400 level courses.
- Review transcripts for courses that are C or above. Assign credit as is posted in Banner database.
- If a course is not in the database, the Assistant Dean analyzes the course description that is on the originating college's website. If necessary, he / she will consult with the Department Head for that course or with the Assistant Dean in the appropriate School. In the School of Business, all courses require Department Head review.
- If a course is not assigned an attribute for College Core in Siena database, the Assistant Dean evaluates and may seek input from the other Assistant Deans. Credit is then assigned as either "core" or "elective" credits.
- The Assistant Dean (or Faculty Advisor in the S of S) explains to the student how the transfer credits fulfill requirements in his/her degree. This is typically done in the initial meeting that includes registration for courses.

#### Current Students

*Full-time students may take a course elsewhere even if the same course is being offered at Siena during that semester:*

- Students submit their CAPP report, course description, and Transfer Credit Permission Form to the Dean's office for pre-approval.
  - **S of S:** are required to have transfer courses pre-approved by the Dean to ensure adequate meeting time requirements.
  - **S of B:** Meet with Assistant Dean who completes Transfer Credit Permission Form after reviewing appropriateness of course.

- **Fall/Spring/Summer semesters**
  - Review the course:
    - Online lab courses are never approved.
    - Verify that the other college has the appropriate accreditation. For School of Business – AACSB accredited schools, only for 300/400 level courses.
    - Check to see if course is in the Banner database. If a course is not in the database and cannot be easily assigned a Siena equivalent, the Assistant Dean contacts the Department Head for that course or the Assistant Deans of the appropriate School. In the School of Business, all courses require Department Head review.
    - Review length of class time and ensure that the credits are listed as semester rather than trimester, etc.
    - Verify that it is not a course which must be completed at Siena; i.e. capstone courses, and cannot be transferred.
  - Review the CAPP report to confirm that the student:
    - Hasn't transferred in the maximum number of transfer credits.
    - Will be able to complete half of their major/minor at Siena with the proposed addition of the transfer course.
    - Has the required gGrades to ensure that the proposed transferred course won't negatively impact the student's ability to complete major/minor and overall GPA with a 2.0.
    - **In S of B** has : aAt lease one-half of all Business classes must be from Siena (AACSB-requirement).
    - Needs the course (including electives)

### **Hudson-Mohawk Association - Cross Registration**

Providing that all the points above regarding transferability of the course are met and the student is completing no more than 19 credits, courses that are in the Siena curriculum and those not in the Siena curriculum may be considered if it the course is consistent with the student's program.

### **Courses for Matriculated Siena Students that have Not been Pre-Approved**

- **S of S:** Requires students show proof of the length of the course and then complete appropriate paperwork as above so that they know what the procedure is for the future.
- Assistant Deans review the courses and determine equivalents as above. Determine best placement of the course considering CAPP information.

- Assistant Deans complete Transfer Credit Evaluation Form and send it to the Registrar's Office. S of LA sends electronic copies to student; S of S sends paper copy to student at local address; S of B either provides a copy during approval meeting or mails a copy to the student. All schools have copies placed in the student's file.

## **Substitution and Waivers**

### **Criteria Used when Considering a Substitution and/or Waiver**

Level, content and credit of the course to substitute compared to required course

### **Major/Auxiliary\*/Core\*\* Requirements – All Schools**

Request for substitutions or waivers of a major requirement are submitted to the Assistant Dean by Department Heads, faculty, and students. S of LA and S of S consult with the Department Heads or Dean when necessary. S of B requires approval of Department Heads for all courses.

Albany Medical/Siena College or Actuarial Science major and Multimedia minor requires a request from the Program Director and consultation with the Department Heads and/or the Dean of School of Science when necessary.

### **Notes:**

\*In the S of S, requests for substitutions or waivers of a major's auxiliary requirement must be submitted to the Assistant Dean by the Department Head of the student's major. The Assistant Dean will consult with the Dean when necessary.

\*\*In the S of S, requests for substitutions or waivers of a core requirement must be submitted by the student's advisor. The Assistant Dean will consult with the School of Liberal Arts Assistant Dean when necessary.

### **Honors Requirements**

Request for substitutions or waivers for the Honors Program must come from the Honors Program Director.