

SKAP 220: PROCESS AND POLICY ON TRANSFER FROM SBU TO SUNY KOREA

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Academic Affairs

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I. PROCESS:

1. Advising at SBU: A decision is to be made by a current SBU student requesting to transfer (permanently) to SUNY Korea, after proper advising and understanding of the information of “SUNY Korea policy.”
2. The SBU student will be referred to the Academic Affairs of SUNY Korea by the SBU advisor. SUNY Korea Academic Affairs in working with the respective academic department at SUNY Korea will vet the “transfer admission” of the SBU student.
3. If admitted by SUNY Korea, the student must sign the two SUNY Korea documents (as per the “SUNY Korea policy” below).
4. After being admitted by SUNY Korea:
 - i. SUNY Korea will inform SBU Registrar of the code change for the student, with a carbon copy to SBU advisor for SUNY Korea students and the Executive Director of SUNY Korea Academic Programs (currently Dr. Imin Kao). SBU Registrar will make necessary code changes on PeopleSoft for the student who will no longer be an SBU student after this change. SBU advisor for SUNY Korea will make a notation/tag in the EAB Navigate system to keep track of students permanently transferring.
 - ii. Complete the transfer and hand off advising to SUNY Korea advising staff.

II. POLICY:

1. *The decision cannot be reversed once a student transfers from SBU to SUNY Korea:* The transferring student must sign a SUNY Korea document certifying that s/he forfeits the opportunity to return to SBU after the transfer is made.
2. *SUNY Korea will not require one-year stay at SBU:* The requirement of one-year visit to SBU will not be needed for SBU transfer students, although the student can petition to visit SBU.
3. *The transferring student receives the same diploma but different transcript.* The transferring student must sign a SUNY Korea document certifying that s/he understands that s/he will receive the same SBU diploma upon completion of degree requirements, but the SBU transcript will have the proper notation(s) indicating that the student went through SUNY Korea

Note:

- The process is specific to the transfer from SBU to SUNY Korea because such a transfer operates in the “*same system*” of academic record keeping, but on a different campus after the transfer.
- The process and policy do not apply to SBU students who study abroad at SUNY Korea.

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