Russell Sage College students can see their approved transfer credits in Self Service - Student Planning. Go to the Academic Menu (left margin) click on the Transfer Summary link. This report is a summary of a student’s previous completed college credits with course grades of C- or higher (1.70) that are accepted by Sage. Transfer courses are evaluated by the Registrar’s Office and are posted to the student’s record based on their declared major program upon admission to the College.

**OFFICIAL TRANSCRIPTS & SCORE REPORTS**

To receive transfer credit, an official transcript (sealed signed envelope) is required from each College or University a student has previously enrolled in. Transcripts may be sent through US mail or email. Send to:

Office of Admission  
Russell Sage College  
140 New Scotland Avenue  
Albany, NY 12208

→ or, the transfer college may email electronic transcripts directly to: admprocessing@sage.edu

**TRANSCRIPT REQUEST LINKS**

AP score report, apscore.collegeboard.org/scores, (Sage code = 2343); "See AP credit & score information in RSC Catalog  
ACC, www.sunyacc.edu/transcript  
Cayuga Community College, www.cayuga-cc.edu/students/services/registrar/transcript-requests/  
CLEP score report, clep.collegeboard.org/earn-college-credit/your-score, (Sage code = 2343)  
CUNY (College Now), http://www2.cuny.edu/about/administration/offices/registrar/transcripts/  
Davis College, davinsny.notjustcaring.org/transcript-request-page  
Dutchess Community College, www.sunydutchess.edu/academics/academic_policies/transcripts.html  
Finger Lakes Community College, www.flcc.edu/offices/registrar/transcripts.cfm  
FMCC, www.fmcc.edu/academics/registrars-office/transcript-requests/  
HVCC (CHS), http://www.hvcc.edu/registrar/transcripts.html  
MVCC, mvcc.edu/records-registration/transcripts.php  
Onondaga Community College, sunyocc.edu/transcript-request  
Orange Community College, www.sunyorange.edu/academic_services/transcripts.shtml  
Potsdam (SUNY), potsdam.edu/about/offices/registrar/transcripts  
Schenectady County Community College, sunysccc.edu/Academics/Register-for-Classes/Transcripts.html  
Syracuse University (SUPA), http://registrar.syr.edu/students/transcripts/  
U-Albany (UHS), albany.edu/registrar/students/transcripts  
Ulster Community College, www.sunyulster.edu/academics/forms  
World Education Services, WES, www.wes.org/evaluations-and-fees/education/transfer-admissions/

**ADDITIONAL NOTES**

Completion of 120 credits (minimum) is required for a bachelor’s degree. Sage brings in only credits that will meet a specific degree requirement (including elective credits needed for graduation). Students starting a new major or career direction may find that not all of their previous college credits are accepted to Sage. Elective credits are general or open credits that are needed to help the student achieve 120 total credits required for a bachelor’s degree.

Transfer credits *accepted* to Sage are posted to the Transfer Summary screen in Student Planning (status code = TR). Login to Passport - go to Self Service - Student Planning – Academic Menu - Transfer Summary link to see a list of your transfer credits by college. *Tip: before contacting Sage Offices with questions about transfer credits, be sure to check your Transfer Summary in your Student Planning account first.

Course grades from other institutions do not transfer; only credits do. *Note: for OT and PT admission, undergraduate transfer grades are used in calculating the graduate admission GPAs.

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