



UNIVERSITY  
AT ALBANY

State University of New York

Department of Information Studies

APPLICATION FOR TRANSFER OF CREDIT TO A GRADUATE PROGRAM

Name: \_\_\_\_\_

Student #: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_

Graduate Program: \_\_\_\_\_

Program Start Date: \_\_\_\_\_  
(Semester, Year)

Most Recent Semester Enrolled: \_\_\_\_\_  
(Semester, Year)

Course(s) for which transfer credit is requested:

Dates Taken	Catalog #	Course Title	Grade	Credits	College/University

Note: Quarter hours convert at two-thirds to semester hours and only full semester hour units may be applied to graduate programs at Albany.

*Please attach documentation to provide information in response to procedure items 1, 2, and 3 on the reverse side of this application.*

I request that credit for the graduate course(s) described above be accepted for transfer to my graduate program at the University at Albany.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

.....  
**DEPARTMENTAL ACTION**

Adviser's Recommendation: \_\_\_\_\_ ( ) Approved ( ) Disapproved  
SIGNATURE DATE

Dean or Assistant Dean's Recommendation: \_\_\_\_\_ ( ) Approved ( ) Disapproved  
SIGNATURE DATE

## **PROCEDURES AND POLICIES PERTAINING TO TRANSFER CREDIT**

### **PROCEDURES**

All requests to apply graduate credit earned from other universities to a University at Albany degree program must meet the following conditions:

1. The student requesting transfer credit must present a plan of study with a covering rationale, approved by the department, which shows that each course for which transfer credit is desired constitutes an integral part of the student's program.
2. A student requesting transfer credit must submit documentation which establishes the following:
  - a. An official description of the course;
  - b. Evidence that the course content, activities, readings, requirements, and methods of evaluation are commensurate with the standards of graduate education;
  - c. The faculty member offering the course to be transferred holds the doctorate, or equivalent professional credential, and is a regular member of the offering institution's professional staff, or has objectively demonstrable expertise appropriate to the course.
3. The student must attach an official transcript of the course(s) presented for transfer credit, unless one is already on file at the University.

### **POLICIES**

1. In order to qualify for transfer credit for graduate courses completed at another institution after entering graduate study at Albany, the student must have a "B" average in resident courses taken at Albany.
2. Specific approval by the department is necessary for any course which would take the place of a "core" course in the degree program at Albany; transfer credit may not be granted for a required seminar, thesis, or internship.
3. Courses presented must have been given by an accredited institution authorized to grant graduate degrees, be applicable to a graduate degree at that institution, and must be completed with a grade of "B" or better.
4. Courses offered in a nontraditional format (i.e., successive weekends of intensive study) will be accepted for credit in an Albany degree program if the course is one which can reasonably be undertaken in such a format.
5. All study for which credit is applied to a graduate degree program, including transferred credit for graduate courses taken elsewhere, must be completed within a period of six years.
6. Courses accepted for transfer credit are not used in computing the student's grade point average and may not be used to balance resident graduate credit earned at Albany.
7. Students who feel that their requests for transfer credit have been inappropriately denied may appeal to the Graduate Academic Council's Committee on Admissions and Academic Standing.