

# REQUEST FOR TRANSFER OF CREDITS TO A GRADUATE PROGRAM



*The procedures for applying for transfer credit are on the reverse side of this form*

Name: \_\_\_\_\_ Student Number: \_\_\_\_/\_\_\_\_/\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

1. Graduate Department: \_\_\_\_\_ 2. Graduate Program: \_\_\_\_\_

3. Date graduate study started at University at Albany: \_\_\_\_\_

4. Date of most recent graduate study at University at Albany: \_\_\_\_\_

5. Courses and semester hours now being taken at University at Albany:  
\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_,

Total Semester Hours: \_\_\_\_\_

6a. Course(s) for which transfer credit is requested:

<u>Date Taken</u>	<u>Catalog No.</u>	<u>Course Title</u>	<u>Sem. Hrs.*</u>	<u>Grade</u>
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Total Transfer Credit: \_\_\_\_\_

*\* Quarter hours convert at 2/3 to semester hours and only full semester hour units may be applied to the program at Albany.*

6b. College or university at which the course(s) were taken:

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

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

7. Attach documentation to provide information in response to procedure items 2, 3, and 4 printed on the reverse side of this form.

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

.....  
**Action Taken**

Department Recommendation: Approved \_\_\_\_\_ Disapproved \_\_\_\_\_

Date of action taken: \_\_\_\_\_ Chair, Curriculum Committee: \_\_\_\_\_

Comments:

Admission Office: Approved \_\_\_\_\_ Disapproved \_\_\_\_\_

Date of action taken: \_\_\_\_\_ By: \_\_\_\_\_

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

### PROCEDURES

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

1. When to request transfer credit:
  - a. Students seeking transfer credit for courses completed before entering graduate study at this University must present the request at the time the application is submitted for admission to graduate study.
  - b. Students enrolled for degrees at this University who wish to register for courses at other colleges and present them for transfer credit must obtain written approval of their advisors and the Dean before registering for them.
2. 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.
3. 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 standards of graduate education.
  - c. Students in the course had access to appropriate supporting facilities (e.g., library, laboratory, computer time) needed in direct support of the course.
  - d. 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 professorial staff, or has objectively demonstrable expertise appropriate to the course.

4. The student must arrange for:

An official transcript of the student's record in the course(s) presented for transfer credit should be sent to: The Office of Graduate Admissions  
University at Albany  
1400 Washington Ave.  
Albany, NY 12222

### POLICIES

1. In order to qualify for transfer credit for graduate course completed at another institution after entering graduate study at this University, the student must have a "B" average grade in resident graduate courses taken at this University.
2. Specific approval by the Department is necessary for any course which would take the place of a "core" course in the degree program (i.e., a course explicitly designated as a requirement for the degree); transfer credit may not be granted for the required seminar, theses, field course, and practica.
3. Courses presented must have been given by an accredited institution authorized to grant graduate degrees, be applicable to a graduate degree at the institution offering them, and must be completed with a grade of "B" or better.
4. Of the minimum number of credits required for a master's degree, (1) at least 24 credits of in resident graduate study must be completed at this University in each 30-credit master's program (25 in the M.A. program in Public Affairs), and (2) at least 30 credits in resident must be completed at this University in each master's program which requires more than 30 credits (M.B.A., two year M.S. program in Accounting, M.L.S., M.S.W., M.S. in Rehabilitation Counseling) except for the M.A. in Public Affairs. Resident courses are those given by the University in regular sessions, in summer sessions, and in Late Afternoon, Evening, and Saturday programs. Some off-campus courses given by the University do not carry residence credit.
5. Practica, workshops, internships, and other courses focusing on "professional experience" will be accepted for elective credit in a UA degree program if supporting theoretical work has been undertaken prior to or concomitant with such a course. The course may not substitute for the UA required seminar or practicum.
6. Courses offered in non-traditional formats (e.g., successive weekends of "intensive study") will be accepted for credit in a UA degree program if the course is one which can reasonably be undertaken in such a format.
7. Up to 30 percent of the credits required for a second master's degree may be allowed for advance standing by the application of appropriate course from the first completed master's degree program. All remaining course requirements must be completed satisfactory in resident graduate study at Albany. (Not supercede #4)
8. Courses accepted for transfer credit are not used in computing the student's academic average.
9. 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 for a review of their request for transfer credit.