

## REQUEST FOR TRANSFER OF CREDIT TO A GRADUATE PROGRAM

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

NAME \_\_\_\_\_ STUDENT ID NO. \_\_\_\_\_

ADDRESS \_\_\_\_\_ PHONE NO. \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_

1. Graduate Dept. \_\_\_\_\_ 2. Graduate Program \_\_\_\_\_

3. Date graduate study started at SUNY-Albany \_\_\_\_\_

4. Date of most recent graduate study at SUNY-Albany \_\_\_\_\_

5. Courses and semester hours now being taken at SUNY-Albany (dept. & catalog no.): \_\_\_\_\_

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

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

<u>Dates Taken</u>	<u>Catalog No.</u>	<u>Course Title</u>	<u>Sem. Hrs.*</u>	<u>Grade</u>
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6b. College or university at which the course(s) were taken:

NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_

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

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

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

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

.....  
ACTION

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

Date Action Taken: \_\_\_\_\_ By: \_\_\_\_\_

Comments:

Admissions Office: Approved \_\_\_\_\_ Disapproved \_\_\_\_\_

Date 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 department 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.
4. The student must arrange for an official transcript of the student's record indicating the course(s) presented for transfer credit and should send it to:

Office of Graduate Admissions, UAB 121  
University at Albany  
State University of New York  
1400 Washington Avenue  
Albany, New York 12222

### POLICIES

1. Courses completed before entering graduate study at this University for which transfer credit is desired should be presented with the application for admission to graduate study.
2. In order to qualify for transfer credit for graduate courses completed at another institution after entering graduate study at this University, the student's average grade in resident graduate courses taken at this university must be B or better
3. Candidates for degrees at this University are requested to receive the approval of their advisors or of the Dean of Graduate Studies before registering for courses at other colleges if they plan later to present them for transfer credit.
4. Courses presented must be appropriate to the student's graduate program. Professional courses offered for transfer must be consistent with the student's graduate program.
5. Courses presented must have been given by an accredited institution authorized to grant graduate degrees.
6. Courses presented must be graduate courses, that is, applicable to a graduate degree at the institution offering them.
7. Graduate courses presented for transfer credit completed while the student was in undergraduate status shall be eligible for transfer only upon receipt of documentation from the institution certifying that such course work was not used to fulfill undergraduate degree requirements at that institution.
8. Courses presented must be completed with grades of B or better.
9. An official transcript of the student's record in the course(s) presented for transfer credit should be sent to the Office of Graduate Studies, State University of New York at Albany, 1400 Washington Avenue, Albany, New York 12222.
10. An official description of the course(s) should accompany the request for transfer credit.
11. Courses accepted for transfer credit are not used in computing the student's academic average.
12. Of the graduate credits required for a 30-48 credit master's degree, at least 24 must be completed while in resident study at this University. For those graduate programs requiring more than 48 credits, at least 50 percent of the program's requirements must be completed while in resident study at this University. In order to qualify for transfer credit for graduate courses 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.