# TRANSFER CREDIT PERMISSION FORM FOR A LEAVE FOR APPROVED STUDY OR DEGREE IN ABSENTIA

This form may be used by students on a Leave for Approved Study or by those finishing their Degree in Absentia. See the back of this form for instructions. Please complete all of Section I and Part A of Section II and return to: Undergraduate Education/Withdrawals and Readmission, LC-30, University at Albany, Albany, New York 12222

## SECTION I:  (TO BE COMPLETED BY STUDENT)

Name________________________________________ ID#__________________________
Address__________________________________________________________________________________________
Street Apt. # Work (_____) __________________________________________________________________________
Previous Academic Advisor__________________________________________________________ I am pursuing a Leave for Approved Study____________or a Degree in Absentia__________
I have pursued or intend to pursue credit at the college(s) listed below during the designated terms:

<table>
<thead>
<tr>
<th>Name of College</th>
<th>Term/Year</th>
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# SECTION II:

## A. TO BE COMPLETED BY STUDENT

### (ATTACH COURSE DESCRIPTIONS) ###

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<tr>
<th>Prefix &amp; Course#</th>
<th>Title</th>
<th>Credit</th>
<th>School Pursued At</th>
<th>Term</th>
<th>UAlbany Equivalent</th>
<th>Credit</th>
<th>Verified on DARS</th>
<th>Verified By Description</th>
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Indicate below whether these credit hours are semester hours, quarter hours, or other.

Semester hours _____  Quarter hours _____  Other_____

Be aware that a grade of “D” will not be awarded transfer credit. In order to receive credit, you must achieve a “C-” or better in the coursework completed.

**NOTE TO STUDENT:** After you have completed coursework elsewhere, arrange to have the college you attended send an official transcript to:

Office of Undergraduate Education/Withdrawals and Readmission, LC-30
University at Albany, Albany, New York 12222

Signature__________________________ Date________________________

## B. ONLY TO BE COMPLETED BY ACADEMIC ADVISOR

Advisor’s Signature__________________________
Advisor’s Printed Name__________________________
Department Address____________________ Phone# ____________
Date__________________________

**NOTE TO ADVISOR:** Return completed form to:

Office of Undergraduate Education, LC-30 Withdrawals and Readmission
Direct questions to this office at 442-5821.
STUDENT INSTRUCTIONS

1. Students wishing to complete a degree in absentia or pursue a leave for approved study must obtain their major department advisor’s approval of coursework to be taken elsewhere at an acceptable, accredited institution. It is the advisor’s responsibility to assign University at Albany course equivalents for courses pursued elsewhere. No transfer credit can be awarded without such action. Therefore, you should complete the reverse according to the directions that follow.

   A. Complete Section I.
   B. Complete Part A of Section II, listing all courses you have pursued or intend to pursue. COURSE DESCRIPTIONS FROM THE COLLEGE CATALOG MUST BE ATTACHED TO AID YOUR ADVISOR. All coursework should be discussed with your advisor before completing this section, making certain that it is both applicable to your degree program and transferable to the University at Albany.
   C. Once completed, return the form to this office. Please DO NOT send the form to any other office.
   D. We will see to it that the appropriate individual in your major/minor department completes Part B of Section II.
   E. Once the advisor returns the completed form; the copies will then be distributed. You will be sent a copy.

2. It is your responsibility to request that a final, official transcript be sent directly from the college which you attended to the Office of Undergraduate Education/Withdrawals and Readmission, LC-30.

3. Upon receipt of your final, official transcript(s) by this office, credit for coursework successfully completed, balanced and approved for transfer by your advisor, and supported by a waiver of the residence requirement(s) [if necessary], will be credited to your SUNYA transcript.

ADVISOR INSTRUCTIONS

Upon receipt of this form, please evaluate the courses listed by the student and assign appropriate University at Albany equivalents. If the course has no exact equivalent, indicate an elective by designating 10ET (lower level) or 30ET (upper level). If the course has an equivalent that applies to general education requirements, be sure to add the appropriate suffix. Should no credit be granted, please so indicate by NC (no credit).

If you have any questions about the transfer equivalency for any course, please contact this office at 2-5821. Please return the form to this office at LC-30.

SPECIAL NOTES TO ADVISORS AND STUDENTS

It is most important to discuss your plans and review your audit or transcript with your advisor BEFORE you enroll at another college. Be aware of the following:

1. Credit for the same course cannot count twice toward the degree. Given this, be sure that you are not repeating courses already completed here or elsewhere.
2. Remember that some Albany courses are cross-listed; that is, they may have different departmental prefixes, but are the identical course. Again, only one of them can count toward a degree.
3. There are a maximum number of credits that can be taken at other universities and transferred back to Albany. These limits are determined by residence requirements and/or the type of institution you wish to attend.
   a. The maximum number of credits transferable is 90
   b. You may need to request a waiver(s) of one or more of the residence requirements in order to transfer credit to your degree here. Such approval is a pre-condition to being granted a leave for approved study or permission to complete your degree in absentia.
4. Coursework pursued elsewhere under a different credit system will be converted to semester hours. Plan carefully if you will attend a college that uses other than a semester hour system.
5. GRADES DO NOT TRANSFER. ONLY CREDIT TRANSFERS TO YOUR RECORD HERE.

When a course equivalent is verified, it means that it is transferable ASSUMING THE ABOVE CONDITIONS ARE MET. This is the responsibility of both student and advisor.