

STATE UNIVERSITY OF NEW YORK AT ALBANY

1400 Washington Avenue
Albany, New York 12222

REQUEST FOR TRANSFER OF CREDIT TO A GRADUATE PROGRAM

Name \_\_\_\_\_

Student Number \_\_\_\_/\_\_\_\_/\_\_\_\_

Address \_\_\_\_\_

Phone Number ( ) \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

1. Graduate Department \_\_\_\_\_

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 (Department & Catalog Number: \_\_\_\_\_

Total Semester hrs. \_\_\_\_\_

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

Dates Taken Catalog No. Course Title Semester hrs.\* Grade Indicate program area course to be transferred

i. \_\_\_\_\_

ii. \_\_\_\_\_

iii. \_\_\_\_\_

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

Name \_\_\_\_\_ Address \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_

Action: Department Recommendation

Course/Brief Title Area Department Admissions

i. \_\_\_\_\_ approved [ ] not approved [ ] approved [ ] not approved [ ]

ii. \_\_\_\_\_ approved [ ] not approved [ ] approved [ ] not approved [ ]

iii. \_\_\_\_\_ approved [ ] not approved [ ] approved [ ] not approved [ ]

Department Signature \_\_\_\_\_ Date \_\_\_\_\_

Admissions Signature \_\_\_\_\_ Date \_\_\_\_\_

\* Quarter hrs convert at 2/3 to semester hrs 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 \_\_\_\_\_

## PROCEDURES AND POLICIES PERTAINING TO TRANSFER CREDIT

### PROCEDURES

All requests to apply graduate credits earned from other universities to a SUNYA 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 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 professional staff, or has objectively demonstrated 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, the transfer of credit form & course description should be sent to:

Office of Graduate Admissions & Policy – UAB 121

State University of New York at Albany

1400 Washington Avenue, Albany, NY 12222

### POLICIES

1. 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.

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 courses, 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 residence 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 experiences" will be accepted for elective credit in a SUNYA degree program if support theoretical work has been undertaken prior to or concomitant with such a course. The course may not substitute for the SUNYA 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 SUNY 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 advanced standing by the application of appropriate courses from the first completed master's degree program. All remaining course requirements must be completed satisfactorily in resident graduate study at Albany. (This does 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.