MASTER OF INTERNATIONAL AFFAIRS (MIA)

PROGRAM MANUAL

ROCKEFELLER COLLEGE OF PUBLIC AFFAIRS AND POLICY

UNIVERSITY AT ALBANY
STATE UNIVERSITY OF NEW YORK

2015-16
INTRODUCTION

Congratulations on your choice of the Rockefeller College of Public Affairs and Policy as the place to study International Affairs.

This manual is designed to help you learn about the requirements for successful completion of the Master of International Affairs (MIA) Program. It provides general information about the structure of the program and specific information about course and internship requirements. It is consistent with, but does not substitute for, the University’s rules and requirements for master’s study contained in the Graduate Bulletin (www.albany.edu/graduatebulletin).

As a Master of International Affairs student, you are personally responsible for knowing and acting upon the information contained in both the Graduate Bulletin and this manual. In particular, the rules and regulations in the Graduate Bulletin and this manual at the time of your initial matriculation in the MIA program form a mutual agreement between you and the University about degree requirements. For this reason, it is wise to save a copy of the MIA manual that was in force at the time of your initial matriculation in the program.

Review this manual to make sure you understand and follow all your program requirements. If you have questions about the information in this manual or the Graduate Bulletin, contact your academic advisor or the International Affairs program director, Professor Rey Koslowski, at rkoslowski@albany.edu, (518) 442-5314, or in Milne 202.
ROCKEFELLER COLLEGE INTERNATIONAL AFFAIRS FACULTY

Kamiar Alaei, Public Service Professor, Department of Public Administration & Policy

Victor Asal, Associate Professor of Political Science

Zsofia Barta, Assistant Professor of Political Science

Cheng Chen, Associate Professor of Political Science

Gang Chen, Assistant Professor of Public Administration and Policy

Sharon Dawes, Professor Emerita, Public Administration and Policy

Bryan Early, Associate Professor of Political Science and Public Administration and Policy

Ashley Fox, Assistant Professor of Public Administration and Policy

J. Ramon Gil-Garcia, Associate Professor of Public Administration and Policy

David Guinn, Senior Associate, Center for International Development

Matthew Ingram, Assistant Professor of Political Science

Johannes Karreth, Assistant Professor of Political Science

Rey Koslowski, Associate Professor of Political Science

Gregory Nowell, Associate Professor of Political Science

Brian Nussbaum, Assistant Professor of Public Administration and Policy

Theresa Pardo, Research Associate Professor of Public Administration and Policy

David Rousseau, Interim Dean of the College of Emergency Preparedness, Homeland Security and Cybersecurity and Associate Professor of Political Science

James Steiner, Public Service Professor, Department of Public Administration and Policy

Jeffrey Straussman, Professor of Public Administration and Policy

Meredith Weiss, Associate Professor of Political Science
THE PROGRAM

The Master of International Affairs (MIA) degree offered by the Rockefeller College of Public Affairs and Policy is a professional master’s degree that provides graduate students a broad educational foundation in international relations theory, policy analysis, economics, management and quantitative methods as well as oral and written communications skills that will prepare them for careers in the public, private and non-profit sectors traversing governmental, sectoral and national boundaries. The International Affairs program draws on the knowledge and expertise of the Department of Political Science and the Department of Public Administration and Policy and complements the MA and MPA programs of both those departments. International Affairs courses are taught by members of Rockefeller College’s International Affairs faculty on the University at Albany campus and at SUNY facilities in New York City. In addition to teaching these courses in traditional in-person seminar format, instructors located in New York City will utilize synchronous distance learning to teach students in Albany and Albany-based instructors will use synchronous distance learning to teach students in New York City. Students may be in residence in Albany, New York City or split their studies between both locations.

<table>
<thead>
<tr>
<th>Key International Affairs Concentrations</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Diplomacy and Global Governance</td>
</tr>
<tr>
<td>• Global Economic Policy</td>
</tr>
<tr>
<td>• Global Public Management</td>
</tr>
<tr>
<td>• Global and Homeland Security</td>
</tr>
</tbody>
</table>
TABLE OF CONTENTS

MIA PROGRAM OVERVIEW
- Mail/E-mail
- Minimum Competencies
- Course Requirements
- Synchronous Distance Learning
- Residency Requirement
- Calculation of GPA
- Career Experience and Internship Program

MIA PROGRAM ADMINISTRATIVE PROCESSES
- Advisement
- Tentative Degree Program Planning Sheet
- Completed Degree Program Sheet
- Procedure for Waiving Required Courses
- Transfer of Credit
- Incomplete Grade Procedures
- Statute of Limitations
- Hudson-Mohawk Cross Registration

ACADEMIC & GRADUATION REQUIREMENTS
- Academic Standing
- Degree Clearance
- Code of Conduct
- Academic Integrity

CORE COURSES
- How to register for an Independent Study

CONCENTRATIONS
- Diplomacy and Global Governance
- Global Economic Policy
- Global Public Management
- Global and Homeland Security

PRACTICAL LEARNING REQUIREMENTS

ELECTIVE COURSES

FORMS
- Tentative Degree Program Planning Sheet
- Completed Degree Program Sheet
- Permission to Change Academic Advisor
- Course Waiver Form
- Course Transfer Form
MAIL/E-MAIL

Before you can access your University email account, you must sign up for MyUAlbany. If you need help logging in to MyUAlbany, go to http://www.albany.edu/rockefeller/gateway_docs/pad/How%20to%20register%20for%20classes.pdf.

E-mail and the student LISTSERVs are the primary means of communication for the students, faculty and staff in the program. Event notices, course scheduling changes, and University announcements are all posted to the LISTSERVs, so all students are expected to sign up for the list appropriate to their degree program as soon as they arrive (instructions are in your orientation packet).

Your Albany email address will usually have the following format: yourfirstinitialfollowedbylastname@albany.edu. Although students may sign up for programmatic listservs using any email they wish, all official University correspondence will be sent to students’ University email accounts. Therefore, students should check their University email regularly.

MINIMUM COMPETENCIES

The ability to understand and use college math and algebra is essential for success in the MIA program. In cases where a math deficiency exists, students may want to consider taking an undergraduate math class or finding a tutor. As an on-going math resource, the program recommends Bleau, Clemens, and Clemens (2013), Forgotten Algebra 4th Edition, Barron’s Educational Series, 978-1438001500.

The ability to write English well is also essential for success in the MIA program. The University offers tutoring through the Writing Center on the Uptown campus. We encourage students to take advantage of this service if they feel that they need help with writing. Contact the Writing Center at (518) 442-4061 or http://www.albany.edu/writing/.
COURSE REQUIREMENTS

The course requirements for the Master of International Affairs program consist of:

- 6 core courses (24 credits),
- 3 elective courses in a concentration (12 credits),
- 2 additional elective courses (8 credits),
- A capstone project (4 credits),
- Professional internship (0 credits) or career experience (0 credits) and
- Professional development module (0 credits).

Core courses are required of all students. In some cases, however, when students have appropriate educational background, they may petition to waive or transfer in credits to substitute for a core course (see the second section of this manual for a list of core courses). Procedures for waiving a course and transferring in credit are specified below.

Students are encouraged to complete most, if not all, of their core courses before enrolling in elective courses in their concentrations but, unless otherwise stated in the elective course description, completion of core courses is not required to enroll in electives.

Students take five elective courses, at least three of which must be taken in a single International Affairs concentration. Students should choose a concentration based on their career goals and should work closely with an advisor to determine which concentration best matches their professional interests and to identify the specific courses they will take within that area. Detailed information about concentrations appears in the second section of this manual.

In addition to coursework, students must complete a professional internship or career experience and a professional development module (see below).

Degree clearance is based on the number of courses completed, not the number of credits. All courses must be completed with a grade of C or higher to count towards the completion of the degree.

SYNCHRONOUS DISTANCE LEARNING

International Affairs courses are taught by members of Rockefeller College's International Affairs faculty on the University at Albany campus and at SUNY facilities in New York City. Instructors located in New York City will utilize synchronous distance learning tools to teach students in Albany and Albany-based instructors will use synchronous distance learning to teach students in New York City. Please note that in order to comply with their visa requirements, F-1 and J-1 visa holders must complete the entirety of the International Affairs coursework in Albany.

Synchronous distance learning occurs when the instructor and students interact in different places but during the same time period through video and web conferencing software such as Adobe Connect, Blackboard Collaborate, Zoom or Skype for Business.
Beginning in Fall 2016, all international affairs core courses and many elective courses will be taught in a synchronous distance-learning format. Students will typically take a mix of courses in-person and via synchronous distance learning. For example, a course meeting one evening per week may have 10 students in a classroom with an instructor in New York City and 8 students joining the classroom electronically from a classroom in Albany, or vice versa. Since web conferencing tools also permit additional people from more than two locations to join a class session (like a group video call via Skype or FaceTime), practitioner guest speakers can remotely join a class even if they cannot join in person. Given that students may be in residence in either Albany or New York City and not all core courses will be taught in person in both locations every year, students must be prepared to take at least a few of their courses via synchronous distance learning.

Students aspiring to professional international affairs careers will benefit from learning to effectively interact electronically from remote locations as well as in person because international organizations, foreign ministries, NGOs and other organizations increasingly use video and web conferencing tools for meetings, conferences and working groups. Students should be able to express themselves and communicate in a range of formats and modes from email exchanges and informal dialogues with co-workers to formal written reports and oral presentations, whether given in-person, on conference calls or through videoconferences.

RESIDENCY REQUIREMENT

A student in the Master of International Affairs program must hold residence in either Albany, NY or New York City for at least six courses (24 credits). The synchronous distance learning option provides some flexibility as to when residency is required. Your academic advisor must approve your course plans, including the selection of courses taken in residence. Residency is defined as participating in a course from a classroom in either NYC or Albany. The instructor may or may not be in the classroom where you are taking class, however you will be surrounded by your peers with an opportunity to interact with your cohort. In rare cases, the residency requirement may be modified based on the academic needs of the student. Any such modifications must be approved by the student’s academic advisor and the International Affairs program director. Please note that in order to comply with their visa requirements, F-1 and J-1 visa holders must complete the entirety of the International Affairs coursework in Albany.

CALCULATION OF GPA

For purposes of academic standing and degree clearance, the GPA is calculated on the basis of letter-graded courses completed at the University at Albany and counted towards the MIA degree. If a student transfers credits from a different institution, including other SUNY campuses, those courses do not contribute to the GPA.

The GPA is computed as follows:
1. Convert each letter grade onto a 4.0 scale, in which an A is a 4.0, an A- is a 3.7, a B+ is a 3.3, a B is a 3.0, etc.
2. Calculate the average of these scores, weighted by the number of credits for each course.
There are two special cases that are not accounted for in the GPA shown on the student transcript, but that the program corrects for in its own calculations.

1. A student may re-take any course. The transcript will continue to show every instance of the course. For degree purposes, however, only the highest grade for any given course will be included in the calculation of GPA.

2. Students may have taken University at Albany courses towards the MIA degree before matriculating into the MIA program. Grades from these courses will be included in the GPA for academic standing and degree clearance purposes.

CAREER EXPERIENCE AND INTERNSHIP PROGRAM

The career experience requirement may be satisfied by the following relevant experiences in the private, public or nonprofit sector: 1) concurrent full-time employment, 2) two years prior full-time employment or 3) approved, supervised internship(s) totaling at least 400 hours that have international content, may be in any of the three sectors (private, non-profit, and public) and may be completed during the academic year or over the summer. The manner in which the career experience has been satisfied must be noted on the Completed Degree Program sheet and approved by the director of internships and career services. A copy of the Completed Degree Program sheet is included in the Appendix and can also be downloaded from the Master of International Affairs website.

If you believe that you can satisfy the career experience requirement through full-time employment, you are strongly encouraged to speak to the director of internships and career services during your first semester.

Prior to taking an internship, students should schedule an individual advisement appointment with the director of internships and career services. The Office of Career Development assists students in identifying internship opportunities. The director of internships and career services must approve all internships prior to a student starting his/her hours of service.

To be eligible for an internship, students must maintain a satisfactory grade point average. Students with a GPA below 2.85 will not be eligible to participate in an internship. Students with a GPA between 2.85 and 2.99 may be eligible for internships with the approval of the Master of International Affairs Program Committee on Academic Standing and Retention.

Further information and updates may be obtained from the Office of Career Development in Milne 105, or by contacting the office at 518-442-5253 or Rockefeller.Careers@albany.edu.
MIA PROGRAM ADMINISTRATIVE PROCESSES

ADVISEMENT

All incoming students will participate in an orientation program before the Fall semester begins. Incoming students will have an opportunity to get to know International Affairs faculty and fellow students as well as explore the MIA curriculum and program with faculty members and their academic advisors. Upon acceptance into the MIA program, every student will be assigned an academic advisor. Those students who already know the area in which they wish to concentrate will be assigned to the member of International Affairs faculty who serves as that concentration’s coordinator. All other incoming students will be initially assigned to the International Affairs program director who will help the student decide what concentration best fits his or her professional interests. Once a student selects a concentration, he or she will be transferred to that concentration’s coordinator for advisement. Concentration coordinators also assist the International Affairs program director in developing concentration course offerings and ensuring that they meet the needs of students in the concentration; working with internship and placement staff to identify appropriate internships and capstone projects for students in the concentration; and assist students to assemble a placement portfolio, including appropriate letters of recommendation.

Advisors are expected to monitor the student’s progress and to ensure that the student complies with all procedural requirements in a timely manner. At a minimum, these duties include helping the student select courses that fulfill program requirements and best align with professional interests and career aspirations and providing the student with an Advisor Verification Number (AVN) to permit registration via the myUAlbany webpage each semester. Academic advisors must approve students’ course selection plans, including the selection of courses taken in residence and via synchronous distance learning. Advisors also assist the student on other academic matters, discuss post-graduation career plans and write letters of recommendation. A student’s advisor will also assist in the completion of the Tentative Degree Program Planning sheet (TDPP), the Completed Degree Program (CDP) sheet, and other academic documents, as appropriate.

Students may request a new advisor from among the International Affairs faculty for any reason. For example, if a student develops a good working relationship with a faculty member through coursework, he or she may switch advisors to this faculty member from the International Affairs program director or concentration coordinator to whom he or she was initially assigned. To change advisors, the student should secure the agreement of another International Affairs faculty member to serve as the new advisor and then notify the Rockefeller College director of graduate student services, via email or using a signed Change of Advisor form, who will execute the change in the myUAlbany information system and record it in the student’s records and in MIA program documents.

TENTATIVE DEGREE PROGRAM PLANNING SHEET

A Tentative Degree Program Planning sheet (TDPP) sheet provides a roadmap for how the MIA requirements will be met and should be approved prior to beginning work in a concentration. It must be signed by the student, advisor, the International Affairs program director, and the director of internships and career services and is given to the director of graduate student services to become part of the student’s permanent record. When necessary, email approval may
be accepted in lieu of a signature. A copy of the Tentative Degree Program Planning sheet is included in the appendix of this manual and can also be downloaded from the Rockefeller College website at http://www.albany.edu/rockefeller/gateway_docs/MIA/MIA%20Tentative%20Degree%20Program%20Sheet.pdf

**COMPLETED DEGREE PROGRAM SHEET**

The Completed Degree Program (CDP) sheet is a final document outlining how the student has met the requirements of the MIA degree. It should be completed by the student and the advisor by the end of the fifth week of the student’s last semester in the MIA program. The Completed Degree Program sheet is used by the University at Albany Office of Graduate Education to review the student’s credentials for degree clearance. A copy of the Completed Degree Program sheet is included in the appendix of this manual and can also be downloaded from the Rockefeller College website at http://www.albany.edu/rockefeller/gateway_docs/MIA/MIA%20Completed%20Degree%20Program%20Sheet.pdf

**PROCEDURE FOR WAIVING REQUIRED COURSES**

Students may waive any core or required elective course if they have completed equivalent academic coursework in another setting. Waiving an introductory course allows you to move directly to more advanced courses without repeating material you already know. *You will still be required to complete 11 full-semester courses, the Capstone project and the Professional Development Module, as well as meet the Career experience requirement in order to complete the MIA degree program.* (If you have completed graduate level work at another institution, see the policy for transferring credits.)

Students seeking permission to waive a core course, substitute an alternative course for a required course, or vary from the standard program in any way, must file a petition to the International Affairs program director explaining the reasons for the request. This petition must be filed using a course waiver form, which is included in the appendix to this manual. Students anticipating that they will be able to waive a required course are strongly encouraged to file their petition during their first semester in the program, so that they will know the result of the petition in time to plan their degree program accordingly.

The procedure is as follows:

1. The student first consults with his/her advisor about the advisability of waiving a course (should occur during orientation or early in the student’s first semester).
2. The student then meets with an instructor who normally teaches the course and gives the instructor relevant materials from the course that support the waiver request, such as the syllabus or textbook from the course. The student will also need to provide
evidence of the final grade for any coursework relevant to the waiver. The course instructor might ask for additional materials, or require the student to take an exam.

3. If the course instructor agrees it is appropriate for the student to waive the course, the student then submits a course waiver form, signed by the student’s advisor and by the instructor of record, to the International Affairs program director. The MIA program director will make a final determination based on the recommendation of the faculty and supporting evidence provided.

4. When filling out the Completed Degree Program sheet, the student should list the course, and write “waived” instead of a grade/instructor.

Faculty will err toward requiring the course in all cases, so it is the responsibility of the student to provide sufficient proof of relevant coursework or background in the relevant subject area. There are no appeals of course waiver decisions.

TRANSFER OF CREDIT

A Transfer of Credit form, found in the appendix of this manual, is used to request transfer of credit from another accredited institution. The transferred course may be used as an elective or as an approved substitution for a required/optional course in the MIA program. Students must receive a grade of B or better in order to transfer credit. In submitting a transfer of credit request to your advisor, include the description of the course to be transferred, a detailed syllabus, and any papers and exams you have from the course. When planning to take a course at another institution, the Transfer of Credit form must be submitted to and approved by a student’s advisor before registering for the course. Normally a transfer graduate course of 3 or 4 semester credits would equate to a 4-credit course in the MIA program; if you took your courses in a program with a “quarter” system, please confer with the International Affairs program director. For courses taken at other universities prior to entering the MIA program, the total number of credits that may be transferred is limited by the University. At least 24 credits toward the degree must be taken at the University at Albany. Courses transferred for credit will not be assigned a grade and will not count toward a student’s overall GPA.

An International Affairs student who has already completed one master’s degree program at the University at Albany may apply for admission with advanced standing. The award of advanced standing may allow the student to apply up to 30 percent of the credits required for the MIA by using appropriate courses from the first completed master's degree program. Please see the Policy of Advanced Standing and Resident Study for a Second Master's Degree in the University’s Graduate Bulletin.

INCOMPLETE GRADE PROCEDURES

An incomplete is a tentative grade given only when the student has nearly completed the course but due to circumstances beyond the student’s control the work is not completed on schedule. The course instructor has the discretion to allow an incomplete or assign a grade based on the work completed during the term. The instructor specifies the date for the completion of the work. The date stipulated will not be later than 120 days after the incomplete is received,
unless otherwise modified by the instructor. The grade of I is automatically changed to E or U unless work is completed as agreed by the student and the instructor. It is the student’s responsibility to seek additional time to finish incomplete coursework. The student is also encouraged to double-check the transcript to ensure that the grade was changed correctly.

STATUTE OF LIMITATIONS

The MIA program must be completed within six years of the time students are admitted into the program. While there is no continuous registration requirement, students who choose not to enroll for a semester (or more) do not have access to many university services and they are unable to defer the repayment of prior college loans or qualify for financial aid.

HUDSON-MOHAWK CROSS REGISTRATION PROGRAM

The Cross Registration Program by the Hudson Mohawk Association allows students the opportunity to take courses at participating institutions while still enrolled at the University at Albany. Authorization to cross-register will be given to students if the proposed course(s) is not offered by the University at Albany at any time. No extra tuition charge is assessed to full-time matriculated students with at least one-half of the credits registered through the University at Albany. The transfer credit does not carry a grade; therefore any such course will not contribute to the student’s GPA. See http://www.albany.edu/registrar/hudson_mohawk_cross-registration.html for more information.
ACADEMIC & GRADUATION REQUIREMENTS

ACADEMIC STANDING

To meet the minimum standards set by the University at Albany, all graduate students must maintain a cumulative grade point average of not less than 3.00 in their graduate coursework. For academic standing and degree clearance purposes, cumulative GPA does not round up; therefore, a 2.99 does not round up to a 3.00.

At the end of each semester, the International Affairs program director, all concentration coordinators, any other International Affairs faculty members who serve as academic advisors and relevant Rockefeller College staff will meet to review students’ progress. Students who have a GPA below 3.00, after completing at least twelve credits, will be placed on academic probation. To return to good academic standing, students must raise their GPA to at least a 3.00 after taking twelve credits or the remaining courses required to complete the degree program, whichever is fewer. These courses must be completed within one academic year from the date of notification. Students who do not raise their GPA to at least 3.00 will be academically dismissed.

DEGREE CLEARANCE

To graduate, a Graduate Degree Application must be filed online via MyUAlbany. The deadline for online degree application is posted on MyUAlbany at the beginning of each semester. A fully completed and signed Completed Degree Program sheet must also be on file with the director of graduate student services at that time. Students must have a cumulative GPA of 3.00 or higher to be approved for degree clearance by the Office of Graduate Education.
CODE OF CONDUCT

In all matters, faculty and graduate students will communicate and otherwise deal with one another and with staff members in a manner that is appropriate for a professional academic program. Students are expected to exhibit due respect for their fellow students’ and professors’ dignity, sensibilities, responsibilities and authority. Behavior and communications of any type that can reasonably be interpreted to constitute an abuse of authority, egregious nuisance or intimidation, or that systematically interfere with the fair opportunity for others to express their views, or that persistently disrupt the educational process, are not acceptable and will be subject to sanction by the Rockefeller College and/or the University at Albany. Offensive behavior or communication that in a single instance may not rise to the level of being actionable can do so if it is persistent.

Specifically, Rockefeller College expects students to practice:
● Respect for all members of our community and for the space we share.
● Professionalism in all things, including the pursuit of intellectual and academic excellence.
● The recognition of the value of different opinions in our "free marketplace of ideas."
● Individual accountability for actions inconsistent with this Code of Conduct.

Members of the Rockefeller College community have a personal responsibility to integrate this code into all aspects of their experience.

ACADEMIC INTEGRITY

All students are expected to be familiar with the University’s Standards of Academic Integrity, which are described in the Graduate Bulletin. The Bulletin standards include BUT ARE NOT LIMITED TO the following:
● Identifying the contributions of sources within academic work and following appropriate citations practices
● Operating within each instructor’s guidelines on how and when it is appropriate to collaborate with others during assignments
● Turning in only the student’s own work
● NOT handing in the same assignment—or substantially the same assignment—to multiple courses without the permission of the relevant instructors, including in cases where the student is repeating the same course
● NOT giving or receiving unauthorized assistance before, during, or after an examination

See the Graduate Bulletin for a complete discussion of the University’s integrity standards and of the procedures followed when these standards are violated.
ACADEMIC PROGRAM

REQUIRED CORE COURSES:
All students must take the following core courses to establish breadth across the fields of global affairs, develop interdisciplinary skills and receive a foundation for elective courses in the concentrations. Full-time students will typically take all six of these classes during the first year of the program.

RINT 501 Global Governance (4 Credits)
This course examines the organization of world politics in the context of globalization and provides an overview of international organizations, such as the United Nations, and regional organizations, such as the European Union. The course reviews the historical evolution of the international system and the basic concepts of international relations. It then examines international cooperation beyond the confines of formal organizational structures with particular emphasis on international regimes, institutions and norms that govern state practices in particular issue areas—from trade and weapons proliferation to the environment and refugees. The course also examines transnational relations of non-state actors such as nongovernmental organizations (NGOs) and multinational corporations as well as transgovernmental relations of sub-national governments and government agencies that shape policymaking at a global level. (Requirement may also be fulfilled with RPOS 583 Global Governance)

RINT 502 Economics for Global Affairs (4 Credits)
This course will examine applied intermediate microeconomics and macro-economics in cross-national settings. This course is designed for students without an economics background. Students who pass a microeconomics and macro-economics placement examination may take a more advanced economics class as a substitute. Prerequisite: Completion or concurrent enrollment in RINT 503 Quantitative Approaches to International Affairs.

RINT 503 Quantitative Approaches to International Affairs (4 Credits)
This course provides an introduction to quantitative methods and computer-based tools for planning, policy analysis, and decision-making. This course will provide students with useful tools for engaging in empirical research and help students understand literature that uses quantitative methods. Students will learn how to think about theoretical problems in terms of statistical models - hypothesis testing, OLS regression models, and some extensions. The class is designed to support the core economic courses in the program and in particular the Global Economic Policy concentration. (Requirement may also be fulfilled with RPAD 505 Data, Models, and Decisions II)

RINT 504 International Economics (4 Credits)
This course introduces students to the principles, policies, and practices of international trade and finance that are fundamental for understanding international economic relations and the global economy. The course will also examine microeconomic applications in political economic analysis of international trade and finance. Prerequisites: Completion or concurrent enrollment in RINT 503 Quantitative Approaches to International Affairs; completion or placing out of RINT 502 Economics for Global Affairs.
RINT 505 Global Security (4 credits)
This course introduces students to the basic concepts and issues of security in the contemporary world. After briefly reviewing the historical development of war, the course examines deterrence, alliances, collective security, conventional war, and the nuclear revolution. The course then analyzes emerging transnational threats such as terrorism, the challenges of the proliferation of nuclear, chemical and biological weapons, the tensions between economic globalization and the imperatives of homeland security and the technological changes giving rise to new weaponry such as military robotics as well as the prospects of cyber warfare. (Requirement may also be fulfilled with RPOS 582 Global Security)

RINT 506/RPAD 661 International and Comparative Public Management (4 Credits)
This course focuses on tensions and trade-offs between important values in public administration and the institutional foundations of public service in cross-national political, bureaucratic, and legal settings. It examines management within the administrative structures, international organizations and agencies of the UN system and the foreign ministries of UN member states as well as functional agencies of national governments and sub-national governments (e.g. provinces and cities) engaged in trans-governmental relations. Major topics include dimensions of the public sector, characteristics of institutional settings, environmental context, and functions, roles, behaviors, and structures.

How to Register for an Independent Study:

Students are encouraged to take established courses whenever possible. However, if a student has specific interests that are not covered in an established course, the program has several course numbers designated as independent studies. If you are interested in an independent study, you should contact a professor you wish to work with. If the professor agrees to work with you on an independent study, you should ask him or her for the class number of the appropriate independent study section and a permission number. The course number and title are RINT 697 – Guided Research (1-4 credits). All independent study courses are S/U graded and do not contribute to your cumulative GPA; however, they may be able to count towards concentration requirements.
CONCENTRATIONS

In addition to the breadth offered by the set of core courses, students will deepen their knowledge by concentrating their studies in specific subjects by taking at least three elective courses in designated areas. Concentration areas will have at least three International Affairs (RINT) courses offered on an annual basis. In addition, there will normally be additional offerings in any given year within Rockefeller College and elsewhere at the University at Albany that satisfy concentration requirements. Students must take at least three elective courses within a single concentration area. Student must also complete two additional elective courses that may be selected from among International Affairs, Political Science, Public Administration or other University at Albany global content courses that are listed among courses that meet the International Affairs elective requirement or are approved to meet the elective requirement by the International Affairs program director (provided also that students can meet skill and course prerequisite requirements for these courses). Students may also develop their own custom concentration of at least three courses, with permission of the International Affairs program director. When deciding which areas of concentration best fit with your career goals, you should speak with your advisor and with other faculty members who are associated with the particular concentration. You should think of your concentration courses as being designed to give you the skills and background you need to succeed in your chosen career.
DIPLOMACY AND GLOBAL GOVERNANCE CONCENTRATION

The Diplomacy and Global Governance concentration provides a foundation for students aspiring to diplomatic careers as political affairs officers in foreign ministries and international civil servants in the United Nations and other international organizations as well as careers in international non-governmental organizations. Political science faculty members in the international relations and comparative politics subfields routinely offer courses in this subject area, which may also be supplemented by courses in diplomatic history and courses offered by International Affairs faculty members and adjunct instructors with backgrounds in international law.

International affairs faculty members who routinely teach courses in this concentration area: Victor Asal; Cheng Chen; Bryan Early; David Guinn; Matthew Ingram; Johannes Karreth; Rey Koslowski; Meredith Weiss

Elective courses that fulfill the Diplomacy and Global Governance concentration requirement:

RINT 511 International Law
RINT 512 Human Rights
RINT 513 Global Environment: Politics and Policy
RPOS 551 Democratization
RPOS 561 Nationalism and Nation-Building
RPOS 552 Comparative Communist and Post-Communist Systems
RPOS 553 Politics in Developing Countries
RPOS 563 Government and Politics in the People's Republic of China
RPOS 567 Contentious Politics
RPOS 584 American Foreign Policy Formulation and Implementation
RPOS 605 Politics of Migration and Membership
RPOS 663 Comparative Policy Systems
HIS 555 The Diplomacy of Global Conflict, 1890-1945
HIS 556 The Diplomacy of the Nuclear Age
GLOBAL ECONOMIC POLICY CONCENTRATION

The Global Economic Policy concentration is designed for students interested in international trade theory, financial and monetary theory, emerging markets, development economics, trade policy, financial and monetary policy, banking and financial sector regulation. Courses in this concentration will be useful to students aspiring to diplomatic careers as economics affairs officers in foreign ministries, trade agreement negotiators, and international civil servants within international organizations dealing with international monetary, trade and development policies (e.g. World Bank, IMF, UNDP) as well as careers in NGOs operating in these economic policy domains. Courses in this area are routinely offered by economists with appointments in the public administration department and political science faculty with expertise in comparative and international political economy. Students may also enroll in relevant courses offered in the master’s program of the economics department.

International affairs faculty members who routinely teach courses in this concentration area: Zsofia Barta; Bryan Early; Johannes Karreth; Gregory Nowell

Elective courses that fulfill the Global Economic Policy concentration requirement:

- RINT 521 International Trade Policy
- RINT 522 International Finance and Monetary Policy
- RINT 523 International Development Policy
- RPOS 553 Politics in Developing Countries
- RPOS 663 Comparative Policy Systems
- RPOS 571 International Political Economy
- RPOS 572 Comparative Foreign Economic Policy
- ECO 545 International Trade
- ECO 546 International Finance
- AAS 520 Problems of African Economics
- SSW 786 Policy and Practice of International Development
GLOBAL PUBLIC MANAGEMENT CONCENTRATION

The Global Public Management concentration emphasizes organizational and leadership skills for public management careers in governments and non-profit organizations around the world as well as in international organizations and non-governmental organizations at the regional and global level. Coursework addresses: strategic planning, budgeting, accounting, information technology management and human resource management in international organizations and international non-governmental organizations (INGOs); challenges of public administration in countries with different cultures, histories and political regimes; cross-national knowledge sharing and capacity-building for effective public administration and efficient civil services; NGOs in international economic development programs, humanitarian assistance and disaster relief and the practicalities of grant administration, procurement, oversight and accountability. This concentration can also be combined with elective courses that will help the student develop policy expertise useful for careers in organizations that work in certain policy areas. For example, courses offered in the “Global Public Management” concentration coupled with the elective course, “International Development Policy” (IA 523), will provide a good option for students interested in working in the field of international development. Likewise, students who are primarily interested in policy analysis work may concentrate in, for example, “Global Economic Policy” but then add some public management coursework to help prepare them for the organizational environment in which they may pursue their policy analysis career.

International affairs faculty members who routinely teach courses in this concentration area: Gang Chen; Sharon Dawes; J. Ramon Gil-Garcia; Theresa Pardo; Jeffrey Straussman.

**Elective courses that fulfill the Global Public Management concentration requirement:**

RINT 531 Government Information Strategy and Management: Comparative and International

RINT 532 Public Finance: Comparative and International

RINT 533 Global Non-profit Management

RPAD 506 Foundations of Public Management

PRAD 510 Introduction to Legislative Administration

RPAD 515 Implementation and Impact

RPAD 550 Foundations of Government Information Strategy and Management

RPAD 563 Planning for Jobs, Housing and Community Services in Third World Cities

RPAD 564 Ethics in Public Administration
GLOBAL AND HOMELAND SECURITY

The Global and Homeland Security concentration is designed for students interested in the following areas: military strategy and the use of force as an instrument of foreign policy, defense policy, arms control and non-proliferation; peacekeeping and alternatives to the use of force; political violence, terrorism and unconventional warfare; intelligence; border and transportation security; cybersecurity; critical infrastructure protection. Courses in the concentration will be useful to students aspiring to careers in government (e.g., Department of Defense, Homeland Security, intelligence agencies, federal and state law enforcement, legislative staffs, or their foreign counterparts), international liaison work involving any of the above, international organizations (e.g., the UN Security Council, NATO, the World Customs Organization, the International Civil Aviation Organization, the International Organization for Migration, the International Maritime Organization), Federally Funded Research and Development Centers (e.g., RAND, Institute for Defense Analyses, Homeland Security Studies and Analysis Institute), non-profit research institutes, policy advocacy organizations and security consulting firms.

International affairs faculty members who routinely teach courses in this concentration area: Victor Asal; Bryan Early; Matthew Ingram; Rey Koslowski; Brian Nussbaum; James Steiner.

Elective courses that fulfill the Global and Homeland Security concentration requirement:

RINT 541 Homeland Security in Comparative and International Perspective
RINT 542 Intelligence and National Security Policymaking
RINT 543 Political Violence, Insurgency and Terrorism
RPOS 555 Disaster, Crisis and Emergency Management and Policy
RPOS 581 Comparative Defense Policy
RPOS 584 American Foreign Policy Formulation and Implementation
RPOS 585 Information Technology and Homeland Security
RPAD 545 Principles and Practices of Cyber Security
RPAD 546 Homeland Security Risk Analysis and Risk Management
RPAD 553 Topics in Homeland Security and Terrorism
RPAD 556 Homeland Security Intelligence
RPAD 557 Intelligence Analysis for Homeland Security
RPAD 559 Homeland Security: Building Preparedness Capabilities
RPAD 569 Cyber Threats and Intelligence
RPAD 571 Military Forces in Support of Civil Authorities
**PRACTICAL LEARNING REQUIREMENTS:**

The MIA degree combines policy analysis and administrative skills learning in the class with practical learning outside of the class by requiring a professional internship (or previous career experience) and a capstone project.

**RINT 597 Capstone Project (4 credits)**
The capstone project provides students with an opportunity to apply what they have learned in a professional context. Students supervised by MIA core faculty will work on a project for an organization during their final semester in the program.

The capstone project will usually be a group-based exercise that provides students with an opportunity to apply the knowledge and skills learned in the program to “real world” issues. The capstone process normally includes the following steps: First, faculty members identify clients who are interested in having a student team conduct a study on an issue or problem. Second, faculty members meet with the client and get an overview of the subject. Third, faculty members negotiate terms (including number of students, client expectations, program objectives and requirements, expenses, deliverables). Fourth, students perform the work and receive guidance and a grade from the faculty. Individual students may also arrange capstone experiences supervised by faculty and those students who already have significant professional experience may work with faculty members to design a suitable alternative project that draws on their experience (subject to approval of the International Affairs program director).

**RINT 598 Career Experience (0 credits)**
The career experience requirement may be met either by providing documentation of two years entry level professional administrative experience in the private, public or non-profit sectors, concurrent full-time employment in a private, public, nonprofit, or related organization, or by obtaining placement in an internship(s).

**RINT 599 Professional Development Module; 0 credits**
The objectives of this module are threefold: to increase student insight into personal and professional development needs and heighten awareness of career opportunities; to provide a forum for the dissemination of information on employment trends; and, to refine resume writing, interviewing, and job search skills.
ELECTIVE COURSES

International Affairs Elective Courses:

RINT 521 International Trade Policy (4 credits)
This course develops the theoretical foundations of international trade and applies this knowledge to problems in trade policy. For example, tariffs and other policy restrictions on trade are evaluated with respect to their impacts on employment, prices, income distribution and national economic welfare. Institutional frameworks examined include the General Agreement on Tariffs and Trade (GATT) and the World Trade Organization (WTO) as well as regional frameworks, such as the North American Free Trade Agreement (NAFTA). Issues to be considered include protectionism, “fair” and “unfair” trade, trade in services, intellectual property rights.

RINT 522 International Finance and Monetary Policy (4 credits)
This course examines concepts of international finance and the principles governing the functioning of the international monetary system, including its institutional framework through the examination of the International Monetary Fund (IMF), the World Bank, the Bank for International Settlements (BIS), the G-8 and G-20, as well as regional institutions such as the European Central Bank (ECB). Among the topics examined are the structure, operation, and stability of foreign exchange markets, the causes and consequences of international accounts disequilibria, the mechanisms of balance of payments adjustment, the merits of different exchange rate regimes, financial crises, the effects of international capital mobility on trade, growth, and employment, and the problem of international policy coordination.

RINT 523 International Development Policy (4 credits)
This course introduces the main principles of economics of development and provides students with an appreciation for the problems and constraints that poor or less developed countries (LDCs) face. It presents economic frameworks that facilitate analysis of these problems and the generation of relevant policy recommendations as well as country- and issue-specific contexts within which students can apply the knowledge they acquire during the course.

RINT 531 Government Information Strategy and Management: Comparative and International (4 credits)
This course introduces the interaction of policy, management, and information technology in the design, operation, and evaluation of government operations and public services. It relies heavily on cross-national and international organization case studies to illustrate how these domains play out in multiple settings and across all sectors—public, private, and not-for-profit.

RINT 532 Public Finance: Comparative and International (4 credits)
This course focuses on teaching students how to use financial information to make decisions in public and not-for-profit organizations in cross-national settings as well as within international governmental organizations such as UN agencies. The course focuses on developing, implementing and controlling agency financial plans and covers an introduction to financial management, the development of operating budgets, tools for short-term decision-making, capital-budgeting decisions, and the analysis of long-term financial options. The course then focuses on summarizing, reporting on and analyzing an organization’s financial position and the results of its operations.
RINT 533 Global Non-profit Management (4 credits)
This course explores the critical tasks associated with managing international non-governmental organizations (NGOs) working primarily in the international development, humanitarian assistance and human rights domains. It will examine internal operational efficiency, strategic management, program performance, and sustainability of NGOs, and introduce a set of analytic and management tools. Features of NGO management are compared and contrasted with the public and private sectors and issues such as funding, scale of operations, accountability, local participation, comparative advantage, and effectiveness are highlighted. It analyzes NGOs’ roles as project implementers, technical assistance providers, intermediaries, partners, and advocates.

RINT 541 Homeland Security in Comparative and International Perspective (4 credits)
This course introduces students to the concepts, institutions and policy issues of security as they relate to the administrative practices of interior and home ministries around the world. The course examines the following topics: counterterrorism; intelligence gathering and information sharing; governmental reorganization; border security and immigration; transportation, trade and port security; cybersecurity and critical infrastructure protection; all-hazards prevention, preparedness and response. The course also examines how countries have responded to terrorist attacks and security threats by engaging in international cooperation on travel, border, trade and cyber security.

RINT 542 Intelligence and National Security Policymaking (4 credits)
This seminar examines the role of intelligence in the formulation and implementation of foreign policy in the United States. Through critical analysis and case studies, students will develop techniques to increase intelligence’s contribution to policy deliberations. The course will assess the most appropriate role for national intelligence agencies and the international intelligence community in supporting executive branch processes, including such aspects as key players and institutional bias. Much of the course is devoted to a series of mock intelligence and policy meetings on international crises to critically analyze intelligence agencies’ proper role in supporting the policy process.

RINT 543 Political Violence, Insurgency and Terrorism (4 credits)
This course examines the relationships among, and differences between, the following activities in the international political system: political violence, insurgency, and terrorism. The course will include a consideration of the causes of these activities, their effects on national and international politics, and an evaluation of governmental responses to them.

Additional courses that meet elective requirements:
The following University at Albany graduate courses may be applied to fulfill elective requirements of the Master of International Affairs Degree. For some of these courses, International Affairs students may be required to meet course prerequisites and/or receive instructor permission as indicated in the University’s Graduate Bulletin. Other University at Albany courses with international content may be applied to the elective requirement with the MIA program director’s permission.
Rockefeller College of Public Affairs and Policy

Department of Political Science
RPOS 552 Comparative Communist and Post-Communist Systems
RPOS 553 Politics in Developing Countries
RPOS 555 Disaster, Crisis and Emergency Management and Policy
RPOS 561 Nationalism and Nation-Building
RPOS 563 Government and Politics in the People's Republic of China
RPOS 567 Contentious Politics
RPOS 571 International Political Economy
RPOS 572 Comparative Foreign Economic Policy
RPOS 581 Comparative Defense Policy
RPOS 584 American Foreign Policy Formulation and Implementation
RPOS 585 Information Technology and Homeland Security
RPOS 605 Politics of Migration and Membership
RPOS 663 Comparative Policy Systems

Department of Public Administration and Policy
RPAD 506 Foundations of Public Management
PRAD 510 Introduction to Legislative Administration
RPAD 515 Implementation and Impact
RPAD 516 Introduction to Health Policy and Politics
RPAD 545 Principles and Practices of Cyber Security
RPAD 546 Homeland Security Risk Analysis and Risk Management
RPAD 550 Foundations of Government Information Strategy and Management
RPAD 553 Topics in Homeland Security and Terrorism
RPAD 556 Homeland Security Intelligence
RPAD 557 Intelligence Analysis for Homeland Security
RPAD 559 Homeland Security: Building Preparedness Capabilities
RPAD 563 Planning for Jobs, Housing and Community Services in Third World Cities
RPAD 564 Ethics in Public Administration
RPAD 569 Cyber Threats and Intelligence
RPAD 571 Military Forces in Support of Civil Authorities
RPAD 586 Health and Human Rights: an Interdisciplinary Approach
RPAD 653 Public Health Politics and Policy: Domestic and Global Perspectives
RPAD 675 Topics in Public Policy

College of Arts and Sciences

History
HIS 555 The Diplomacy of Global Conflict, 1890-1945
HIS 556 The Diplomacy of the Nuclear Age

Economics
ECO 545 International Trade
ECO 546 International Finance
Africana Studies
AAS 520 Problems of African Economics

Latin American, Caribbean, and U.S. Latino Studies
LCS 503 Latin American and Caribbean Cultures and Societies II
LCS 504 Seminar: Latin America
LCS 505 Seminar: The Caribbean

Sociology
SOC 666 Selected Topics in Sociology: Immigration in a Global Era

School of Criminal Justice
CRJ 641 Comparative Criminal Justice
CRJ 648 Terrorism, Public Security, and Law Enforcement

School of Public Health
HPM 645 Global Health
HPM 570 International Health Economics
HPM 656 Comparative Health Systems: A Global Perspective

School of Social Welfare
SSW 782 International Social Welfare Policy
SSW 786 Policy and Practice of International Development
FORMS

Tentative Degree Program Planning Sheet
Completed Degree Program Sheet
Permission to Change Academic Advisor
Permission to Waive a Core Course
Course Transfer Form
Tentative Degree Program Planning Sheet

Name: __________________________  Degree Program: Master of International Affairs

Email Address: __________________________

Preferred Phone: __________________________  Student ID #: __________________________

Complete this planning document with your advisor before you have accumulated 12 credits toward the MIA degree.

<table>
<thead>
<tr>
<th>Number</th>
<th>Title</th>
<th>Credits</th>
<th>Intended Semester of Enrollment</th>
</tr>
</thead>
<tbody>
<tr>
<td>RINT 501</td>
<td>Global Governance</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>RINT 502</td>
<td>Economics for Global Affairs</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>RINT 503</td>
<td>Quantitative Approaches Int’l Affairs</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>RINT 504</td>
<td>International Economics</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>RINT 505</td>
<td>Global Security</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>RINT 506</td>
<td>International and Comp. Public Mgt.</td>
<td>4</td>
<td></td>
</tr>
</tbody>
</table>

Proposed Courses in Concentration

___  __________________________  ___  __________________________

___  __________________________  ___  __________________________

___  __________________________  ___  __________________________

Proposed Elective Courses

___  __________________________  ___  __________________________

___  __________________________  ___  __________________________

___  __________________________  ___  __________________________
B. Practical Learning Requirements

<table>
<thead>
<tr>
<th>Number</th>
<th>Title</th>
<th>Credits</th>
<th>Grade</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>RINT 597</td>
<td>Capstone Project</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RINT 598/59X</td>
<td>Career Experience</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RINT 599</td>
<td>Professional Development Module</td>
<td>0</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

C. Residency Requirement

Students must hold residence in either Albany, NY or New York City for at least six courses (24 credits). Please note that in order to comply with their visa requirements, F-1 and J-1 visa holders must complete the entirety of the International Affairs coursework in Albany.

Please indicate which courses you anticipate completing in residence:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Required Signatures:

________________________________________________________________________
Student

Date

________________________________________________________________________
Faculty Advisor

Date

________________________________________________________________________
Director of Internships & Career Services

Date

________________________________________________________________________
Approved for the faculty by:

________________________________________________________________________
Signature of Program Director

Date
Name: ______________________________ Degree Program: Master of International Affairs

Email Address: ____________________________________________________________

Preferred Phone: _______________ Student ID #: ________________________

Complete this degree clearance form **by the end of the fifth week of your last semester** in the MIA program.

---

### A. Courses

<table>
<thead>
<tr>
<th>Number</th>
<th>Title</th>
<th>Credits</th>
<th>Grade</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>RINT 501</td>
<td>Global Governance</td>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RINT 502</td>
<td>Economics for Global Affairs</td>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RINT 503</td>
<td>Quantitative Approaches Int’l Affairs</td>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RINT 504</td>
<td>International Economics</td>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RINT 505</td>
<td>Global Security</td>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RINT 506</td>
<td>International and Comp. Public Mgt.</td>
<td>4</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Courses in Concentration

__________________________________________________________

__________________________________________________________

__________________________________________________________

### Proposed Elective Courses

__________________________________________________________

__________________________________________________________

__________________________________________________________

30
B. Residency Requirement

Students must hold residence in either Albany, NY or New York City for at least six courses (24 credits). Please note that in order to comply with their visa requirements, F-1 and J-1 visa holders must complete the entirety of the International Affairs coursework in Albany.

Please indicate which courses you completed in residence:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

C. Practical Learning Requirements

<table>
<thead>
<tr>
<th>Number</th>
<th>Title</th>
<th>Credits</th>
<th>Grade</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>RINT 597</td>
<td>Capstone Project</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RINT 598/59X</td>
<td>Career Experience</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RINT 599</td>
<td>Professional Development Module</td>
<td>0</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Required Signatures:

________________________________________________________________________
Student                                             Date
________________________________________________________________________
Director of Internships & Career Services             Date
________________________________________________________________________
Faculty Advisor                                      Date

Approved for the faculty by:

________________________________________________________________________
Signature of Program Director                       Date
PERMISSION TO CHANGE ACADEMIC ADVISOR

Student’s Name: ______________________________________________________

Student’s Email ______________________________________________________

Current Advisor: ______________________________________________________

New Advisor: ______________________________________________________

New Advisor Signature: _________________________________________________

Date: ________________________________________________________________

Please return this form to the Director of Graduate Student Services, Milne 107.

A copy of this form should be placed in the student’s file.
COURSE WAIVER FORM

NAME: _______________________________ DEGREE/PROGRAM: __________________

CONCENTRATION: ______________________________________________________________

EMAIL ADDRESS: __________________________________________________________________

UAlbany Course to be waived: ______________________________________________________

Justification for waiving: (List course(s) taken, where, with dates and grades. Attach a copy of the formal syllabus, tests, and papers, if available.)

________________________________________________________________________________

Student’s Signature Date Advisor’s Signature Date

________________________________________________________________________________

Signature of Professor teaching waived course Date

Action: ( ) Approved ( ) Disapproved ( ) No Action

Reason:

________________________________________________________________________________

Signature of Program Director Date
COURSE TRANSFER FORM

NAME: _______________________________  EMAIL _______________________________

DEGREE/PROGRAM: __________________________________________________________

CONCENTRATION: ___________________________________________________________

Course to be transferred in: ___________________________________________________

Where taken and when: _______________________________________________________ 

Equivalent UAlbany course (if applicable): _______________________________________

Justification for transfer: (Attach a copy of the formal course description, syllabus, tests, and papers, if available.)

__________________________________________  ____________________________
Student’s Signature  Date  Advisor’s Signature  Date

__________________________________________  ____________________________
Signature of Professor teaching equivalent UAlbany course  Date
(if applicable)

Action: (   ) Approved (   ) Disapproved (   ) No Action

Reason:

__________________________________________  ____________________________
Signature of Program Director  Date