Application for Advanced Standing Credit in a Doctoral Program

Submit to Department offering Academic Program

The regulations governing advanced standing for Doctoral programs follow this application form.

Name: ___________________________ Student I.D. Number: ______________________
Program: __________________________ Email Address: ______________________
Degree: ____________________________

1. Date graduate study started at the University at Albany: _____

2. Institution(s) at which the courses were taken: _____

3. Courses for which advanced standing is requested:

<table>
<thead>
<tr>
<th>Date/Term</th>
<th>Course Catalog and Title</th>
<th>Credits</th>
<th>Grade</th>
<th>Albany Equivalent</th>
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Total Credits: _____

NOTE: Courses completed on a quarter-hour basis convert at two-thirds to semester hours and only full semester hour units may be applied to graduate programs at the University at Albany.

Student Signature: ___________________________ Date: ___________________________

DEPARTMENTAL ACTION
(Forward to Graduate Education (UAB 121) following Departmental action)

Departmental Signature and Authorization: ___________________________.
Printed Name: ___________________________.
Departmental Notes: ___________________________.

Approved: □ Approved as noted: □ Disapprove: □

Graduate Education Office: Approved: □ Disapproved: □ Notes: ___________________________.
Date Action Taken: ___________________________ By: ___________________________.

Revised: March 2017
Residence Study Requirements Regarding Doctoral Study
As per Graduate Bulletin:
(http://www.albany.edu/graduatebulletin/requirements_degree.htm#resident_study_requirements)
Resident graduate study is defined to be graduate study provided via University at Albany faculty instruction, not necessarily physically on-campus. Unless otherwise specified as part of the State approval/registration of a specific program, the minimum number of credits of resident graduate study beyond the baccalaureate established for award of a University at Albany graduate degree or certificate are:

- For graduate programs requiring 48 or more graduate credits, at least 50% of the total credits must be completed through University at Albany study.
- For graduate programs requiring 27 – 47 graduate credits, at least 24 of the credits must be completed through University at Albany study.
- For graduate programs requiring 26 or fewer graduate credits, all but a maximum of 3 credits must be completed through University at Albany study.

In programs of variable credit, with potential course waivers addressed on an individual basis, the above minimum standards shall apply to the net program requirements after any waivers are approved and applied. Individual graduate programs may require greater levels of resident study than the minimums defined above.

Advanced Standing Policy Regarding Doctoral Study
As per Graduate Bulletin:
(http://www.albany.edu/graduatebulletin/requirements_resident_study_second_masters.htm)
Subject to Resident Study Requirements as defined above, applicants for admission to the doctoral programs who have completed graduate courses or programs elsewhere may apply for admission with advanced standing, subject to faculty approval and University Transfer Credit Regulations.

Transfer Credit Regulations
As per Graduate Bulletin:
(http://www.albany.edu/graduatebulletin/requirements_degree.htm#transfer_credit_regulations)
1. Courses completed before entering graduate study at this University for which transfer credit is desired should be presented to the program faculty for consideration upon admission.
2. Candidates in graduate programs at this University are requested to receive the approval of their advisors or of the Dean of Graduate Education before registering for courses at other colleges if they plan later to present them for transfer credit.
3. Courses presented must be appropriate to the student's graduate program.
4. Courses presented must have been given by an accredited institution authorized to grant graduate degrees.
5. Courses presented must be graduate courses, that is, applicable to a graduate degree at the institution offering them.
6. 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.
7. Courses presented must be completed with grades of B or better.
8. Unless submitted as part of the application for program admission, an official transcript of the student's record in the course(s) presented for transfer credit should be sent to the Office of Graduate Education, State University of New York at Albany, 1400 Washington Avenue, Albany, New York 12222.
9. An official description of the course(s) should accompany the request for transfer credit.
10. Courses accepted for transfer credit are not used in computing the student's academic average.
11. Requirements for the satisfactory completion of research seminars, theses, field courses, clinical courses, student teaching, internships and practicums may not be satisfied by courses taken at other institutions, and they are not eligible for transfer credit for these purposes.
12. Subject to Resident Study Requirements as defined above, no more than 30% of the graduate program credits required in one pursued (or concurrently pursued) graduate degree or certificate program shall be accepted/applied from an initial program at that same credential level.