Application for Advanced Standing Credit in a Doctoral Program or Second Master’s Degree

Submit to Department offering Academic Program

The regulations governing advanced standing 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

Revised: September 2015
Residence Study and Advanced Standing Policy
Regarding Doctoral Study
As per Graduate Bulletin:
(http://www.albany.edu/graduatebulletin/requirements_doctoral_degree.htm)

Of the credits of graduate study required beyond the baccalaureate and antecedent to final dissertation research and writing established for all doctoral programs at least 50%, or 30 credits minimum for programs of less than 60 credits total, must be completed through graduate study at this University.

Applicants for admission to the doctoral programs who have completed graduate courses or programs elsewhere may apply for admission with advanced standing.

Residence Study and Advanced Standing Policy
Regarding Second Master’s Degree
As per Graduate Bulletin:
(http://www.albany.edu/graduatebulletin/requirements_resident_study_second_masters.htm)

Applicants for admission to a Master's degree program who have already completed one Master's degree program may apply for admission with advanced standing. The award of advanced standing to a successful applicant for a second Master's degree program is governed by the following conditions:

1. 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 the University at Albany.

2. Courses applied to a second Master's degree program from a completed first Master's degree program must be approved by the faculty responsible for the second program.

3. Courses accepted for advanced standing may not be used normally to satisfy a second Master's degree program's requirements of such key courses as research seminars, theses, field courses, clinical courses, student teaching internships, and practicums.

4. Courses allowed for advance standing status must be graduate courses completed with a B, or better, or S grade at accredited institutions authorized to grant graduate degrees.

5. A graduate student may not apply both conventional transfer credit and advanced standing credit to the second Master's degree program: the former or the latter, but not both, can be applied to a single program.

6. Exceptions to criteria governing advanced standing may be approved by the Graduate Academic Council.

7. The amount of advanced standing awarded will be placed on the student's second program transcript.