

GRADUATE CREDIT TRANSFER REQUEST

This request must be accompanied by a Plan of Study.

Name _____ Date _____
Last First
 Student ID N
 Address _____ Major Code _____
 City _____ State _____ Zip _____ Concentration _____
 Phone _____ E-mail _____ Expected Graduate Date _____

A matriculated graduate student may transfer 6 or 9 credits if:

1. The course was taken at the graduate level at an accredited institution.
2. A grade of B- or better was earned in the course.
3. The course may be no older than seven years.

Transfer credits may be given after matriculation under special circumstances with permission of the Dean of the Graduate School.

For transfer credits to be posted to the New Paltz transcript, mail the official transcript to:

The Graduate School, HAB 804
 SUNY New Paltz
 1 Hawk Drive
 New Paltz, NY 12561-2443

Transfer graduate courses taken while still an undergraduate at New Paltz:

Graduate students may transfer to their graduate transcript up to nine* (9) graduate credits taken as an undergraduate at SUNY New Paltz and not needed for their undergraduate degree. Students must pay the tuition differential at the current graduate rate in order for the course to be transferred. Both the course credit and grade will be transferred for these courses.

* Some departments limit transfer credits to fewer than nine (9) credits.

	COURSE #	COURSE TITLE	GRADE	TERM	CREDITS
1					
2					
3					

 Advisor's Signature

 Chair's Signature

 Coordinator's Signature

 Concurrence: Dean of the Graduate School

Transfer graduate courses taken at a different institution:

On the recommendation of the department, up to nine (9) transfer credits may be applied to the degree providing that the course adheres to the conditions noted above. * Some departments may accept fewer than nine (9) credits in transfer.*

	COURSE #	COURSE TITLE	INSTITUTION	GRADE	TERM	CREDITS
1						
2						
3						

NEW PALTZ COURSE EQUIVALENT

	COURSE #	COURSE TITLE	CREDITS
1			
2			
3			

 Advisor's Signature

 Chair's Signature

 Coordinator's Signature

 Concurrence: Dean of the Graduate School