



Division of Academic Planning & Learning Innovation  
Office of Graduate, Professional & Interdisciplinary Studies

## GRADUATE CREDIT TRANSFER REQUEST

*This request must be accompanied by a transcript indicating transfer courses.*

Name _____	Student ID _____
Address _____	E-mail _____
City _____	Major _____
State _____	Concentration _____
Zip _____	Expected Graduation Date _____

### Graduate students may transfer up to nine (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 is no older than seven years.

*Note: Graduate credits taken while an undergraduate at New Paltz will transfer if they meet the above criteria, regardless of their prior use to fulfill undergraduate degree requirements. If you are transferring these credits please refer to the **Transferring Graduate Credits From UG to GR Transcript Form***

### Send Official Electronic Transcripts to:

[gradstudies@newpaltz.edu](mailto:gradstudies@newpaltz.edu)

### Mail Official Transcripts to:

State University of New York at New Paltz  
Division of Academic Planning and Learning Innovation  
Office of Graduate, Professional & Interdisciplinary Studies  
Old Main 127  
800 Hawk Drive  
New Paltz, NY 12561-2442

### Transfer graduate courses taken at a different institution:

*On the recommendation of the advisor or program coordinator, up to nine\* (9) transfer credits may be applied to the degree providing that the course adheres to the conditions noted above.*

*\*Some programs may accept more or fewer credits in transfer. Consult your Advisor for more information.*

### Requesting more than nine (9) credits:

Are you requesting to transfer more than nine (9) credits? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, state your reason as to why:

Student is enrolled in a second Master's Degree program in Literacy Education.

This is the student's second Advanced Certificate.

Student has a PhD in related field.

Other: \_\_\_\_\_

### Course Taken at Other Institution

1	COURSE #	COURSE TITLE	INSTITUTION	GRADE	TERM	CREDITS
2						
3						
4						
5						

### New Paltz Equivalent

1	COURSE #	COURSE TITLE	CREDITS
2			
3			
4			
5			

Program Approval \_\_\_\_\_  
Advisor or Program Coordinator \_\_\_\_\_ date

Concurrence \_\_\_\_\_  
Dean of Graduate, Professional & Interdisciplinary Studies \_\_\_\_\_ date