



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

## GRADUATE CREDIT TRANSFER REQUEST

*This request must be accompanied by a Plan of Study.*

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

### Graduate students may transfer up to 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.
4. *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.*

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

### 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

### Send Official Electronic Transcripts to:

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

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

*On the recommendation of the advisor or program coordinator, graduate students may transfer to their graduate transcript up to nine\* (9) graduate credits taken as an undergraduate at SUNY New Paltz if they meet the above criteria, regardless of their prior use to fulfill undergraduate degree requirements.*

1	COURSE #	COURSE TITLE	GRADE	TERM	CREDITS
2					
3					

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

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

### 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.*

1	COURSE #	COURSE TITLE	INSTITUTION	GRADE	TERM	CREDITS
2						
3						

### New Paltz Equivalent

1	COURSE #	COURSE TITLE	CREDITS
2			
3			

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

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