

GRADUATE CREDIT TRANSFER REQUEST

This request must be accompanied by a Transcript.

| | |
|----------------------------------|------------------------------|
| Name _____ Last First | Date _____ |
| Address _____ | Student ID _____ N |
| City _____ State _____ Zip _____ | Major Code _____ |
| Phone _____ E-mail _____ | Concentration _____ |
| | 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 is 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 or email the official transcript to:

1. Graduate and Extended Learning,
800 Hawk Drive, New Paltz, NY 12561-2442 **(OR)**
2. Email it to gradstudies@newpaltz.edu

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: Asst. Vice President _____

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: Asst. Vice President _____