UNIVERSITY SENATE
UNIVERSITY AT ALBANY
STATE UNIVERSITY OF NEW YORK

Introduced by: Graduate Academic Council

Date: March 12, 2005

PROPOSAL TO AMEND UNIVERSITY GRADUATE POLICY PERTAINING TO
MASTER’S DEGREE TRANSFER CREDIT.

IT IS HEREBY PROPOSED THAT THE FOLLOWING BE ADOPTED:

1. That the University Senate approves the attached proposal as approved and recommended by the Graduate Academic Council.

2. That this proposal be forwarded to the President for approval.
Graduate Academic Council 2004-05

Rationale for proposed change in policy:

**Regulations Governing the Transfer of Credit to a Graduate Program**

The Council proposes clarifying language to allow eligibility for the awarding of transfer credit, in all cases subject to program faculty approval, when it can be demonstrated that a graduate course completed when an individual was in undergraduate status was in excess of undergraduate degree requirements.

The Council additionally proposes the deletion of language pertaining to the location at which courses presented for transfer credits were completed.

**Regulations Governing the Transfer of Credit to a Graduate Program**

Courses completed before entering graduate study at this University for which transfer credit is desired should be presented with the application for admission to graduate study.

In order to qualify for transfer credit for graduate courses completed at another institution after entering graduate study at this University, the student's average grade in resident graduate courses taken at this university must be B or better.

Candidates for degrees at this University are requested to receive the approval of their advisors or of the Dean of Graduate Studies before registering for courses at other colleges if they plan later to present them for transfer credit.

Courses presented must be appropriate to the student's graduate program. Professional courses offered for transfer must be consistent with the student's graduate program.

Courses presented must have been given by an accredited institution authorized to grant graduate degrees.

Courses presented must be graduate courses, that is, applicable to a graduate degree at the institution offering them.

Graduate courses presented for transfer credit completed while the student was in undergraduate status shall be eligible for transfer only upon receipt of documentation from the institution certifying that such course work was not used to fulfill undergraduate degree requirements at that institution.

Courses presented must be completed with grades of B or better.

An official transcript of the student's record in the course(s) presented for transfer credit should be sent to the Dean of Graduate Studies, State University of New York at Albany, 1400 Washington Avenue, Albany, New York 12222.

An official description of the course(s) should accompany the request for transfer credit.

Courses accepted for transfer credit are not used in computing the student's academic average.

Of the graduate credits required for a 30-48 credit master's degree, at least 24 must be completed while in resident study at this University. For those graduate programs requiring more than 48 credits, at least 50 percent of the program's requirements must be completed while in resident study at this University.