Approval of Transfer Credit for Coursework Taken at Accredited Institutions Other than SUNY Oswego

This form is available at Graduate Studies or Department Offices

Name: ___________________________ Student ID No. ___________________________
Last                         First                        M.I.__________________________

Address: ___________________________________________________________
Street __________________________________ City __________________ State ______ Zip ______

Phone: ______________________________ Graduate Program Title: ___________________________
Area Code __________________________ Number ________________________________

Name of institution attended or to be attended: ______________________________________________________

Please check and complete the appropriate blanks below:

☐ For future credit to be taken. Indicate semester you will enroll: ________________________________________

☐ For prior-to-admission credit. Indicate semester work taken: _________________________________________

☐ Transcripts have been received  ☐ Transcripts need to be requested and sent to the Graduate Studies Office

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<tr>
<th>Number and Title of Course</th>
<th>S.H</th>
<th>Replace listed SUNY Oswego course or requirement</th>
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GENERAL INFORMATION

1. A maximum of 9 semester hours from institutions other than SUNY Oswego may be requested for application to a degree program.
2. Of the maximum of 9 semester hours, up to 6 may be taken after matriculation with prior approval.
3. A maximum of 3 semester hours from institutions other than SUNY Oswego may be requested for application to a certificate of advanced study program.
4. Minimum grade B (no B-) is eligible for transfer credit consideration.

DIRECTIONS TO THE STUDENT

1. Prior to taking a course at another institution, meet with your advisor or program director and complete this form.
2. Provide your advisor/program director with a course description from the college catalog of the other institution.
3. Complete this entire form, including your advisor/program director’s signature and submit to Graduate Studies.
4. Official transcript(s) from the other institution(s) must be submitted to Graduate Studies for all courses for which you are seeking transfer credit.

Note: All students should refer to the appropriate catalogs and student handbooks regarding policies with respect to specific conditions, credit and time limitations. If in doubt, write or call the Graduate Office.

Date: ___________________________ Advisor Signature: ___________________________
☐ Approved  ☐ Denied  Reason if denied: ________________________________________
☐ Approved  ☐ Denied  Graduate Studies Dean Signature: ___________________________

Original – Graduate Studies  Copies - student, advisor  1/16