

**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

Number and Title of Course	S.H	Replace listed SUNY Oswego course or requirement

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: _____