

Prior Approval for Graduate Level Transfer Credit

Graduate Office – 305 Netzer Administration Building – GradSchool@oneonta.edu

Name: _____ **Student ID Number:** _____
First Last

Oneonta Email Address: _____ **Cell Phone Number:** _____

Policy Statement

A maximum of one half of the credits required for a degree or certificate may be transferred with the program’s approval. To be considered for transfer, a course must:

- Be completed at a regionally accredited institution of higher education, an institution accredited by the New York State Board of Regents, or through an approved external program.
- Have been completed with a grade of B (3.0) or better. In the event a course is graded on a pass/fail basis, the P grade may be accepted at the discretion of the graduate program.
- Have been completed within seven years of acceptance to the program to which it will be applied.
- Be similar in quality, scope, and nature to corresponding courses at SUNY Oneonta
- Form a logical, relevant, and coherent part of the student’s total graduate program.
- Be needed to meet degree requirements.

Process:

- If a current student, you must receive approval prior to registering for the course(s). Students who request coursework during a Fall or Spring term must also request an Academic Leave of Absence unless simultaneously enrolling in SUNY Oneonta courses.
- Complete one form per school where course is to be taken, provide a course description, and course syllabus for each course.
- Return this form to GradSchool@oneonta.edu
- After courses are completed, have an official transcript sent from the transfer institution to:
 - Office of the Registrar
 - 130 Netzer Administration Building
 - SUNY Oneonta
 - Oneonta, NY 13820
- Student will be notified by the Registrar’s Office when approved transfer credit has been applied to the student’s academic record.
- Transfer courses are not part of the SUNY Oneonta GPA calculation and do not affect the SUNY Oneonta GPA.

Transfer institution being requested:

Term & year you wish to attend transfer institution:

Term _____ **20** _____
Summer/Fall/Winter/Spring

Transfer Course Subject & Number	Transfer Course Title	Credits	Equivalent SUNY Oneonta Course Subject & Number	Equivalent SUNY Oneonta Course Title	Credits

 Student Signature

 Date

 Program Coordinator/Dept Chair. Signature

 Date