Transfer Credit Request Form Cover Sheet

Instructions:
Complete the Transfer Credit Request Form and submit with the following required information via fax, mail, or delivery to SPD at the address below. Note: The official transcript must be in its original, sealed envelope from the issuing college or university.

1. Complete syllabus for the course.
2. List of required texts and outside readings (often included in the syllabus).
3. Complete schedule of class meetings (include dates and times).
4. Basis for student evaluation/grading (often included in the syllabus).
5. Official transcript reflecting course and final grade (send to SPD at the address below).

For “Prior Approval” (prior approval is required for courses/credits to be taken and transferred after admission to a program), check “Prior Approval” at the top of the Transfer Credit Request Form. If approved, upon completion of the course, arrange to have an official transcript, reflecting the final grade for the course, sent to SPD at the address below.

Transfer Credit Guidelines

- Transfer credits may not be used to satisfy the Liberal Studies Core in the Master of Arts in Liberal Studies (MALS) degree, or CED 595 Project Seminar, EDL 595 Educational Leadership Research Project Seminar, HEA 595 Project Seminar or HRM 595 Strategic Human Resources Master's Project.

- Students may request to transfer a maximum of 12 graduate credits toward an SPD degree or six (6) graduate credits toward an advanced graduate certificate. The credits must be from institutions authorized by recognized accrediting agencies to grant graduate degrees, and must be applicable to graduate degree or certificate programs offered by those institutions, as well as those offered by Stony Brook University.

  Transfer credits must carry a grade of B or better (B- grades are not acceptable). Pass or Satisfactory grades are not transferable unless these grades can be substantiated in writing by the former institution as B or better quality.

  Transfer credits may not be older than five (5) years at the time of a student's admission or readmission to matriculated status in SPD.

- All students seeking to transfer credits may submit courses from regionally accredited universities for evaluation. These courses must meet the mandates for academic credit based upon the home institution's standards for awarding academic credit. SPD will accept three-credit courses through specially formatted programs, provided these courses meet the N.Y.S. Education Department mandated forty-five contact (Carnegie Unit) hour requirement.

- Credits earned through correspondence or travel, or video courses, or credits earned through examination may not be transferred.

- Credits used to fulfill a requirement for a baccalaureate or other graduate diploma, certificate, or degree, may not be transferred or applied to an SPD academic program.

- If a transferred course has been determined to have a Stony Brook equivalent, the equivalent course may not be taken for credit toward an SPD degree or advanced graduate certificate.
TRANSFER CREDIT REQUEST FORM

RETURN ALL PARTS OF COMPLETED FORM TO TRANSFER CREDIT ADVISOR, SPD OFFICE (ADDRESS ABOVE); REVIEW SPD’S TRANSFER CREDIT POLICIES BEFORE COMPLETING FORM.

Name __________________________________________ Date of Request ________________

Last First Maiden or Middle Stony Brook ID Number ______________________ (Required)

Address __________________________________________ Telephone __________ Program: __________________

City State Zip

SBU E-mail ___________________________________________________________ Student Signature ______________________

(Required) – Must use SBU Email Address

A) Course No. and title __________________________________________ # of Credits _____ Semester _____ Quarter _____

Taken at ___________________________ From ___________ To ___________ (institution, city, state) (month/yr.) (month/yr.)

Grade ________ Transcript (has been ❑ will be ❑) sent to SPD. Remarks(s) __________________________________________

ATTACH OFFICIAL DESCRIPTION; You must also submit additional information (syllabus, texts, etc.) as specified on the cover sheet.

B) Course No. and title __________________________________________ # of Credits _____ Semester _____ Quarter _____

Taken at ___________________________ From ___________ To ___________ (institution, city, state) (month/yr.) (month/yr.)

Grade ________ Transcript (has been ❑ will be ❑) sent to SPD. Remarks(s) __________________________________________

ATTACH OFFICIAL DESCRIPTION; You must also submit additional information (syllabus, texts, etc.) as specified on the cover sheet.

PLEASE DO NOT WRITE BELOW THIS LINE

SPD EVALUATION TO STUDENT

APPROVALS

A) ❑ Prior approval to take course granted ____________________ (Date)

for ______ semester. __________________________ Transfer Credit Advisor, SPD

Credits will be applied to ________ degree/certificate requirements as follows:

_______________________________________________________

As a result of this transfer, Stony Brook’s course __________________________ may not

be taken for credit toward the ____________ degree/certificate

❑ Transfer of credits, APPROVED.

Date of Final Evaluation __________________ by ________________________

(Program Director/Coordinator)

Comments: __________________________________________________________

SPD Evaluation:

Transfer Credit Request

❑ Approved ❑ Denied

(Transfer Credit Advisor, SPD)

Date: ____________________