



Stony Brook University School of Professional Development

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

School of Professional Development (SPD)
N 201 SBS Building • Stony Brook University
Stony Brook, NY 11794-4310
Fax: 631-632-4992 or email: spd@stonybrook.edu

Prior Approval

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
Address _____ Street _____ Stony Brook ID Number _____ (Required)
City _____ State _____ Zip _____ Telephone _____ Program: _____
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)

B) 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: _____