INSTRUCTIONS:
Complete the School of Professional Development (SPD) Transfer Credit Request Form and submit with the following required information via fax, mail, or delivery to SPD at the above address. 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 above address).

For "PRIOR APPROVAL" requests (after a student is matriculated in an SPD degree or certificate program, prior approval is required in order to take classes at another institution for purposes of transfer to the student’s degree or certificate program): write “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 above address.

TRANSFER CREDIT GUIDELINES:

- Transferred credits/courses may not be used to satisfy the Liberal Studies Core requirement in the Master of Arts in Liberal Studies (MA/LS) degree, or the Core Curriculum requirement in the Master of Professional Studies (MPS) degree, or the CED 595/Project Seminar requirement for degree program. The MA/LS Liberal Studies Core, MPS Core Curriculum, and CED 595/Project Seminar classes must be taken and satisfactorily completed at Stony Brook University.

- Students may request to transfer a maximum of six (6) graduate credits toward an SPD degree or post-master’s certificate; or three (3) graduate credits toward an 18- or 21-credit 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 the 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 credentialed 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

Address _____________________________________________________________ Stony Brook ID Number _______________________

Street  _____________________________________________________________ Telephone _______________ Date Entered SPD Program ________________

City                          State                          Zip  E-mail _____________________________________________________________

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)

PROBLEMS

REASON TRANSFER CREDIT REQUEST DENIED:

SPD Evaluation:

Transfer Credit Request Approved ____________________________

(Transfer Credit Advisor, SPD)

Transfer Credit Request Denied ____________________________

(Transfer Credit Advisor, SPD)

Please transfer course(s) _______________ and _______________ completed from _______________ to _______________ at _______________.

Date

Total credits transferred ____________________________

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