Course Substitution/Transfer Credit Request Form

Student Name _____   Student identification number ___P_____

Program _____   Adviser _____

Please reduce total credit hours for degree program by _____ credits

Transfer/Substitute	Completion Semester	Transfer Institution	SUNY Potsdam Graduate Course that is being substituted	Course Description(s) Attached?
• Please see the reverse for examples of different course substitutions/transfer credits and "Course Substitution Notes", or contact Center for Graduate Studies. • Please include name of university, accreditations and course descriptions for these course(s). URL of the institutions should be written below.				

** When substituting experience for academic credit, another course must be completed to fulfill program credit requirements. When proposing that work experience be substituted for credit, a resume should be attached.

_____   _____
Student Signature   *Date*

_____   _____
Adviser Signature   *Date*

_____   _____
Chair/Coordinator Signature (if different from adviser)   *Date*

_____   _____
Director, Center for Graduate Studies   *Date*

_____   _____
Associate Dean Signature (school where the academic program resides)   *Date*

For Center for Graduate Studies Use Only -

Date sent to Registrar's Office _____   Initials of CGS staff

Course Substitution/Transfer Credit Policy

Transfer Credit *(from the Graduate Catalog)*

All master's degree students are required to complete a minimum of 24 credit hours of degree study through SUNY Potsdam. A total of no more than nine hours of transfer credit may normally be used to meet Master of Science in Education or Master of Science for Teachers degree requirements at SUNY Potsdam. No more than six hours of transfer credit may normally be used to satisfy Master of Arts and Master of Music degree requirements.

Credits transferred from another institution are accepted at the discretion of the department granting the degree and must meet the following conditions: upon evaluation, courses to be transferred are judged to be equal in scope and content to those offered by this College. Only graduate credit earned at accredited institutions is acceptable for transfer credit. The grades earned must be at the 3.0 level or above (based on a system where A=4.0). The transfer grade is not included in the student's SUNY Potsdam GPA.

Matriculated students planning to enroll in transfer courses at another institution must obtain prior approval for such courses from their adviser. Evaluation should be requested in advance of registration for the course. A catalog description for each course should accompany requests for transfer credit. Transfer credit is not formally applied to the degree program until the student has achieved Full Admission. An official transcript confirming completion of the work must be submitted to the Graduate Studies Office. This policy applies whether or not courses have been used to satisfy another graduate degree from SUNY Potsdam or elsewhere. Courses taken to complete a previous Master's Degree at SUNY Potsdam will be treated as transfer courses in accordance with this policy.

Course Substitution Notes:
Approval is granted for substitutions on a case by case basis. Approved course substitutions are most typically administered within the parameters that follow:

1. Use of an approved graduate transfer course from another institution (see transfer policy) to replace a required course or elective within a program

2. *Replacing a required course or elective with another approved Potsdam graduate course of equal or greater credit, since either the student has already completed the academic requirement with previous academic or in some cases experiential (most typically employment/volunteer) training*

Transfer/Substitute*	Completion Semester	Transfer Institution	SUNY Potsdam Graduate Course to substitute for	Course Description(s) Attached?
Example #1: EDI 513 Intro to Spec. Ed.	Fall 2004	SUNY Brockport	SPED 505 Intro to Spec. Ed.	Yes
Example #2: GRED 600 Phil. Fnds. of Ed.	Spring 2016 (expected)	SUNY Potsdam	GRED 607 Fnds. of Ed. (B-6)	N/A (Potsdam Course)
Example #3: EDAD 504 App. of Ed. Tech.	Summer 1998	St. Lawrence Univ.	3cr. Approved Tech. Elective	Yes
Example #4: GRED 530 Classroom Mgt. & Discipline	*N/A Work Experience***	N/A Substituting for Work Experience*	Will substitute GRED 516 Diversity & Advocacy in Ed.	Resume Attached**