

Petition for Approval of non-UB Transfer Credits

- Each **graduate program will determine the applicability** of courses proposed for transfer credit.
- Only graduate courses completed at accredited or recognized institutions of higher education **and with grades of "B" or better are eligible** for consideration for transfer credit.
- Courses with **grades of "S" or "P" are not transferable** unless verification is provided from a department administrator or the registrar at the transfer institution that the "S" or "P" graded course was equivalent to at a B grade.
- **No more than 20% of a master's program** may be comprised of credits from another graduate academic program at UB, other accredited higher education institutions, or a combination thereof. For example, students pursuing a 30-credit UB master's degree may transfer up to 6 credits into their program.
- Transfer credits for a doctoral degree **may constitute no more than one-half the total credits** for that program.

Last Name _____ First Name _____

UB Person Number _____ -- _____ E-mail _____

Academic Department _____ Master's _____ Ph.D. _____ Au.D. or DNP _____

TRANSFER CREDITS INFORMATION: List below the courses to be applied toward your UB program.

| Course Title | Course Number | Credit Hours | Institution | Semester Completed |
|--------------|---------------|--------------|-------------|--------------------|
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Total (non-UB) Transfer Credits requested: _____

REQUIRED ATTACHMENTS (check one):

_____ I have attached an original official corresponding transcript(s).

_____ I'm an international student who has previously submitted the original transcripts upon admission to UB. Therefore, I have attached a *legible photocopy* of the *front and back* of the relevant transcripts.

Required Approvals:

Student _____ Date _____

Major Advisor _____ Date _____

Dept. Chair/Director of Graduate Studies _____ Date _____

Submit completed form to the Graduate School, 408 Capen Hall, North Campus

Students in degree programs not processed by the Graduate School (i.e. EdD, EdM, DPT, MBA, MSW) should forward this form to the Registrar's Office in 232 Capen Hall for final approval.

The Graduate School: **FINAL ACTION TAKEN:** Approved Denied

Comments: _____

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|--------------------|
| GS use only |
| PDB _____ |
| HUB _____ |
| Email _____ |