

### 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 full "B" or better are eligible** for transfer credit.
- Courses with **grades of "S" or "P" are eligible for transfer credit** except when the transfer institution's grading policy equates S or P with lower than a full "B" grade.
- **No more than 20% of a master's program** may be comprised of credits from another graduate degree program. For example, students pursuing a 30-credit UB master's degree may transfer up to 6 graduate credits into their program. Students pursuing a 45-credit master's degree program may transfer up to nine graduate credits.
- Transfer credits for a **doctoral degree may constitute no more than one-half the total credits** for that program.
- A minimum of 90% of all credits applied to a **UB Advanced Certificate credential** must be comprised of UB graduate credit; no more than 10% can be transferred from another institution.

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

UB Person Number \_\_\_\_\_ -- \_\_\_\_\_ E-mail \_\_\_\_\_

Academic Department \_\_\_\_\_ Master's \_\_\_\_\_ Ph.D. \_\_\_\_\_ AuD or DNP \_\_\_\_\_ Adv. Cert \_\_\_\_\_

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

| Course Title | Course Number | Credit Hours | Institution | Semester Completed |
|--------------|---------------|--------------|-------------|--------------------|
|              |               |              |             |                    |
|              |               |              |             |                    |
|              |               |              |             |                    |
|              |               |              |             |                    |
|              |               |              |             |                    |
|              |               |              |             |                    |

**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 EdD, EdM, DPT, MBA, MSW should forward this form to the Registrar's Office in 1 Capen for final approval.*

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

Comments: \_\_\_\_\_

|                    |       |
|--------------------|-------|
| <b>GS use only</b> |       |
| PDB                | _____ |
| HUB                | _____ |
| Email              | _____ |