

REQUEST FOR TRANSFER CREDIT FORM

EMPL ID	NAME	EMAIL ADDRESS

Instructions:

1. Enter the course information as it appears in the university catalog/bulletin at the other institution.
2. Include a course description and/or syllabus to secure transfer approval for a Graduate Center equivalent.

Transfer Credit Policies:

1. A maximum of 12 credits earned prior to matriculation to the program may be accepted.
2. Course may not have counted towards a previous degree.
3. Courses must have been completed with a grade of B or higher.
4. Courses must be comparable to courses offered by programs at the Graduate Center.
5. Courses in creative or professional writing are not eligible for transfer credit.

TRANSFER COURSE NUMBER/TITLE/SEMESTER	TRANSFER COURSE DESCRIPTION	COMPARABLE GC COURSE NUMBER/TITLE AND COURSE DECIPTION