

# HUNTER COLLEGE SCHOOL OF SOCIAL WORK

## GRADUATE TRANSFER OF CREDIT AND/OR WAIVER REQUEST

Please read the back of this form carefully before filling out this request.

Name \_\_\_\_\_ Soc.Sec. # (Last 4 digits):\*\*\*-\*\*-\_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

### TRANSFER

INSTITUTION	SEMESTER/YEAR	COURSE NUMBER & NAME	CREDIT	GRADE	HUNTER EQUIVALENT (for faculty use only)	DEPARTMENT STAMP
1.						
2.						
3.						
4.						

Approved  Not Approved (Course: **1-2-3-4-5-6**) Curriculum Area Chair Signature \_\_\_\_\_ Date \_\_\_\_\_

Approved  Not Approved (Course: **1-2-3-4-5-6**) Curriculum Area Chair Signature \_\_\_\_\_ Date \_\_\_\_\_

Approved  Not Approved (Course: **1-2-3-4-5-6**) Curriculum Area Chair Signature \_\_\_\_\_ Date \_\_\_\_\_

Approved  Not Approved Dean's Office/Student Affairs \_\_\_\_\_ Date \_\_\_\_\_

**Please note the rules governing transfer of credit on the back of this form.**

**WAIVER:** If a student is being waived from a course but not being granted transfer credit, please indicate below: Students must have correct number of credits to graduate. It is recommended that the student and advisor/chair discuss course(s) that can be taken/substituted for the waived courses(s).

INSTITUTION	SEMESTER/YEAR	COURSE NUMBER & NAME	CREDIT	GRADE	HUNTER EQUIVALENT	DEPARTMENT STAMP
5.						
6.						

## **INSTRUCTIONS FOR GRADUATE TRANSFER OF CREDIT**

Students who are accepted into a graduate program and register for courses may request transfer credit for relevant graduate courses at regionally accredited institutions, including courses taken at Hunter College while enrolled in another degree program, whether or not a master's degree was awarded. Submit the completed form along with an official copy of your college or university transcript (a syllabus of the courses may be required by your program) to your graduate advisor for approval. Forward the approved form and an official copy of your college or university transcript to the Graduate Admissions Office.

Transfer of credit is subject to the approval of the department or graduate advisor and to the regulations of the Hunter program in which the student is enrolled. The following additional limitations apply:

The course(s) for which transfer of credit is requested must have been completed within five years prior to the awarding of the Hunter graduate degree. (A four-year restriction applies to the School of Arts and Sciences.)

Credits for courses in which the student earned a grade below "B", or took a non-letter grade such as a pass/fail are not transferable.

A maximum of 12 credits may be transferred.

Courses used to satisfy entrance requirements, as well as courses used as part of a previously completed bachelor's program, may not be transferred.

Grades in courses transferred from other institutions, or from a prior master's degree program taken at Hunter College, will not be calculated into the student's grade point average (GPA), nor will these grades be posted on the current Hunter College record.

When courses from a prior degree earned at Hunter College are approved for transfer they could only be transferred under the original course numbers and titles.

If you have taken a course at another institution while attending Hunter College as a graduate degree student, do not file this form. You must file a PERMIT form in the Registrar's Office, Room 217North.

## **INSTRUCTIONS FOR APPROVAL OF TRANSFER OF CREDIT FOR COURSES TAKEN IN A NON-MATRICULATED STATUS AT HUNTER COLLEGE**

Automatic approval will be granted for those required courses taken within the program in which the student is matriculated, so long as the grades received are "B" or better. (FOR THESE COURSES IT IS NOT NECESSARY TO FILE THIS FORM).

Approval is not automatic for courses in which the grade received is less than "B". To have such a course considered for approval, the student must complete this form and obtain Departmental and Dean's approval.

### **NOTES:**

Restrictions on approval or credit, including restrictions on the maximum number of credits allowed from non-matriculated to matriculated status, vary from one graduate program to another. Therefore, it is advisable to consult the appropriate departmental advisor to clarify the specific program requirements.

Grades in courses taken as a non-matriculated student at Hunter College **WILL** be calculated into the student's Grade Point Average (GPA) whether the courses are approved towards the degree or not.

## **INSTRUCTIONS FOR APPROVAL OF TRANSFER OF CREDIT FOR COURSES TAKEN AS AN UNDERGRADUATE STUDENT AT HUNTER COLLEGE**

Graduate courses taken at Hunter College as an undergraduate student MAY or MAY NOT be approved for transfer towards a graduate degree at Hunter College. Restrictions on approval of credit taken as an undergraduate vary from one program to another. Therefore, it is advisable to consult the appropriate departmental advisor to clarify the specific program requirements.

Students requesting transfer of graduate credit for courses completed as an undergraduate student at Hunter College must complete this form and obtain Departmental approval.

### **NOTES:**

Transfer of credit may be requested only for graduate courses that **HAVE NOT** been used to satisfy any requirements for the undergraduate degree.

Proof of payment of the difference between the undergraduate and the graduate tuition rate for all courses approved for transfer must be submitted to the Graduate Admissions Office before the transfer of credit can be processed. Please contact the Bursar's Office concerning the difference in rates and methods of payment.

Grades for graduate courses taken as an undergraduate student at Hunter College **WILL BE** listed on both the undergraduate and graduate records and **WILL BE** calculated into the student's undergraduate and graduate Grade Point Average (GPA).

## **SUBMISSION INSTRUCTIONS**

Please submit all transfer credit requests to Enrollment Management Office with the following documentation:

- Transcript from the institution at which the credits were earned
- A copy of the complete syllabus of the course(s) taken at the other institutions
- Transfer of Credit Waiver Request form- downloaded online [go to Silberman Website under "forms"]

### **Please abide by the following submission deadlines:**

Fall semester- August 15<sup>th</sup>  
Spring semester- January 15<sup>th</sup>  
Summer semester –May 15<sup>th</sup>

Please submit all Transfer Credit Requests in person to the Office of Student Services-Silberman 3<sup>rd</sup> Floor. Contact Enrollment Management Office ([gradsw@hunter.cuny.edu](mailto:gradsw@hunter.cuny.edu)) if you have any questions.

7/27/2009