

2.

GRADUATE APPROVAL AND/OR TRANSFER OF CREDIT REQUEST

Please read the back of this form carefully before filing this request.
Print clearly. Provide all information, and return this form to:

HUNTER COLLEGE
695 PARK AVE. RM. 203 NORTH NEW YORK, NY 10021-5058
ATTN: GRADUATE DIVISION

The Admissions Office will notify you by mail when your request has been processed.

Name: _____ Soc. Sec. # _____ Program Name: _____

Address: _____ Date of Matriculation: FALL _____ SPRING _____

INSTITUTION	SEMESTER TAKEN	COURSE NUMBER AND NAME	CREDITS	GRADE	FOR ADVISOR'S USE ONLY	
					HUNTER EQUIVALENT	DEPARTMENT STAMP

Applicant's Signature: _____ Date _____

Approved [] Not Approved [] Advisor's Signature _____ Date _____

(Deans approval is only required if transfer of credit request is not in compliance with the rules printed on the reverse side of this form.)

Approved [] Not Approved [] Dean's Signature _____ Date _____

Please take note of the rules governing the transfer of credits found on the back of this form.

School of Social Work students should NOT complete this form. They should contact the School of Social Work directly.

Office Use Only	Sent ___ Date _____	Posted ___ Date _____
	Sent ___ Date _____	Posted ___ Date _____

INSTRUCTIONS FOR GRADUATE TRANSFER OF CREDIT

Students may request transfer credit for relevant graduate course taken at regionally accredited institutions, including courses taken at Hunter College while matriculated in another degree program, whether or not the master's degree was awarded.

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

1. In order to be counted towards graduation, the course(s) for which Transfer credit is requested must have been completed within 4 years prior to the awarding of the Hunter graduate degree (A 5-year restriction applies for teacher education, health sciences and nursing programs.)
2. Credits for courses for which a grade below "B" was earned, or non-letter grades taken as a pass/fail option, are not transferable.
3. A maximum of 12 credits may be transferred.
4. Neither courses used to satisfy entrance requirements, nor courses used as a part of a previously completed bachelor's program, may be transferred.
5. If you have taken a course at another institution after you have matriculated in the program, do not file this form. You must file a PERMIT form in the Registrar's Office, Room 217 North.

NOTES:

1. If you have not already done so, you must arrange to have an official transcript sent from the college from which you are seeking transfer credit to the address on the front of this form.
2. Grades in courses transferred from other institutions, or from a prior master's degree program earned 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.
3. 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.

INSTRUCTIONS FOR APPROVAL OF CREDIT/HUNTER NON-MATRICULATED TO MATRICULATED STATUS

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 higher. (**FOR THESE COURSES THIS FORM NEED NOT BE FILED**).

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 and file this form.

NOTES:

1. Restrictions on approval of credit, including restrictions of the maximum number of credit allowed from non-matriculant to matriculant status, vary from one graduate program to another. Therefore, it is advisable to consult the appropriate departmental advisor to clarify specific program requirements.
2. Grades in courses taken as a non-matriculant at Hunter WILL be calculated into the student's Grade Point Average (GPA) whether approved towards the degree or not.

INSTRUCTIONS FOR TRANSFER OF GRADUATE COURSES TAKEN WHILE A HUNTER UNDERGRADUATE

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

NOTES:

1. All students requesting transfer of graduate credit from an undergraduate degree should fill this form. Graduate courses used to complete an undergraduate degree MAY NOT be used for transfer towards a graduate degree.
2. Proof of payment of the difference between the undergraduate and graduate tuition rates for all course credits you wish to transfer, must be submitted to the Admissions Office before your transfer of credit can be processed. Please contact the Bursar's Office concerning the differences in rates and methods of payment.