



Graduate Transfer Credit

Students: 1) Complete the Student Information section below and meet with your Academic Program Coordinator/Advisor to receive approval for the course(s) you would like to transfer toward your degree. 2) TURN FORM OVER, READ POLICY, PRINT, SIGN & DATE.

STUDENT INFORMATION

Form fields for Student Information: EMPLID, FIRST NAME, LAST NAME, PHONE, Preferred EMAIL, PLAN (Program), SUB-PLAN (Concentration/Sequence/Specialization/Track)

TRANSFER CREDIT REQUEST

I request permission to transfer the course(s) shown below towards my current Lehman graduate program. I understand that it is strongly encouraged that students who wish to have graduate credits transferred should apply during their first semester in attendance as a matriculated graduate. N.B. -You must have the official transcript(s) on file at the time of submission to the Office of Graduate Studies.

Table with 7 columns: Institution Name, Term, Course, Course Title, Equivalent, Credit, Grade

ELIGIBILITY CRITERIA

Program Coordinators/Advisors/Department Chairs: Select all that are applicable below and indicate your approval by signing below.

Graduate courses taken and applied within the last five (5) years -

- Lehman College as a non-degree student (12 cr. max)
Lehman College as an approved student (12 cr. max)
Other accredited college(s) where no degree has been awarded (12 cr. max)
Previously awarded and accredited graduate degree (6 cr. max)
Exception to Policy Request (provide justification on the line below)

Signature lines for Print Name, Signature, and Date

For Graduate Studies Office Use Only: APPROVED, Requirement Term; DENIED, Reason; Director (or) Deputy Director Signature (Graduate Studies); Date





POLICY

Transfer of Credit

***In Short:** Manner in which a graduate student should request a transfer of previously completed graduate credit towards the master's degree being sought at Lehman.*

The following transfer credit regulations apply to all matriculated Lehman College graduate students:

- Maximum of twelve (12) credits in total may be transferred toward a Lehman master's degree.
- Only six (6) credits counted toward a previously awarded master's degree are eligible for transfer.
- Courses must be graduate-level and must be taken at accredited institutions offering master's degree programs.
- Grades of (B) or better in courses taken outside of Lehman College are required for eligibility.
- Courses taken more than five (5) years prior to matriculation at Lehman will not be considered for transfer.
- **Capstone clinical experiences** such as student teaching, internship, or practicum in education, theses, and other, culminating master's degree projects taken at Lehman College or at institutions outside of Lehman are not considered for transfer to Lehman College master's degree programs.
- Students matriculated in **Social Work** may request transfer credits only toward the special topics/elective requirement.

When students have taken more than (12) credits prior to matriculation, Lehman College courses will be given priority, provided they meet the College's requirements.

With my signature below, I affirm that I have read and understand the Lehman College policy [Transfer of Credit](#).

Printed Name _____

Signature _____

(You may leave this field blank if submitting electronically via @lc.cuny.edu)

Date _____

Submit completed form electronically to graduate.studies@lehman.cuny.edu (or) return completed form to our [Office Inbox](#) located in Shuster Hall, Room 279.