

Graduate Affairs Recommendation

April 2017

Revisions to Policy on Maximum Number of Transfer Credits for Graduate Programs (Course Substitutions)

Course Substitutions Section, Page 12 of Graduate Catalog

Existing Policy:

Transfer courses (external coursework): All master's degree students are required to complete a minimum of 24 credit hours of degree study through SUNY Potsdam (based on a minimum 30 credit hour program). A total of no more than nine hours of transfer credit may normally be approved for the Master of Science, Master of Science in Education or Master of Science for Teachers programs at SUNY Potsdam. No more than six hours of transfer credit may be used to satisfy Master of Arts and Master of Music degree requirements.

Proposed New Policy:

Transfer courses (external coursework): Approved credit hours completed at other institutions may be used to satisfy degree requirements within the following restrictions.

| Maximum Transfer Credits | Program Credit Hours |
|---------------------------------|--|
| 9 | 33 – 36 Credit Hours |
| 6 | 30 Credit Hours |
| 3 | 12-18 Credit Hours (Typically a Certificate of Advanced Study) |