

Office of Academic Affairs, 6 East 16th Street, suite 1007, NY NY 10003, (212) 229-5712 ext. 3002, (646) 486-0755 (fax)

New School for Social Research TRANSFER OF CREDIT PETITION

Instructions: Complete this form and email it to NSSRAcademicAffairs@newschool.edu

Student Name (please print): _____ ID#: _____ Date: _____
 Email: _____ Degree: _____ Dept./Major: _____

Student: Check the appropriate box
THIS PETITION IS FOR TRANSFER OF CREDIT:
☐ From another institution toward the _____ MA/MS or _____ PhD degree
☐ From an undergraduate New School dual degree (BA/MA, MS) program to a New School graduate degree ("Swing Credits")

NSSR Transfer of Credit Policy: Transfer credit must be based upon graduate work for credit completed at an accredited institution within the ten-year period immediately preceding matriculation with The New School for Social Research. Courses with a grade of B- or below will not be approved for transfer. Individual departments may have more stringent requirements for transfer credits especially for students at the PhD level.
For MA students: Transfer of credit, not exceeding **three** credits, may be granted toward the 30-credit MA degree.. Upon satisfactory completion of **six** credits at the school in the student's major field of study, the student is eligible to apply for transfer credit toward the MA.
For PhD students: Transfer of credit, not exceeding **thirty** credits (including any credits already transferred at the MA level), may be granted toward the 60-credit PhD degree. Upon satisfactory completion of one semester at the school in the student's major field of study, the student is eligible to apply for transfer credit toward the PhD.

TO BE COMPLETED BY STUDENT

Term Taken	Course #	Course Title	Institution	Credits	Grade

FOR DEPARTMENT USE ONLY (indicate **approved** courses with ✓)

Approved	Major	Minor	Elective	Seminar	If this course substitutes an NSSR course, write the title here. If it does not, check the "elective" box.

ACADEMIC AFFAIRS OFFICE USE ONLY:

- ☐ Courses agree with transcript ☐ No Transcript
☐ Transcript does not agree

Note: _____

CERTIFICATION OFFICER'S SIGNATURE _____ DATE _____

DEPARTMENT CHAIR USE ONLY: _____ Total credits granted

_____ Seminar Credits _____ Elective credits
 _____ Major credit _____ Minor credit

☐ Petition denied. No credit granted. Reason: _____

Exemptions: _____

DEPARTMENT CHAIR/PROGRAM DIRECTOR SIGNATURE _____ DATE _____

ASSISTANT DEAN SIGNATURE _____ DATE _____