

Evaluation of Graduate Transfer Credit

**NEW YORK INSTITUTE
OF TECHNOLOGY**

PART I: STUDENT INFORMATION

Student ID	Local phone
Last name	First name
Program	Initial semester

PART II: SCHOOL INFORMATION

Previous graduate school		
Course name		
Course number	Credits	Term and year taken
Rationale for request (How does this course fit your program?)		

New York Tech course name	
New York Tech course number	Credits

Previous graduate school		
Course name		
Course number	Credits	Term and year taken
Rationale for request (How does this course fit your program?)		

New York Tech course name	
New York Tech course number	Credits

Previous graduate school		
Course name		
Course number	Credits	Term and year taken
Rationale for request (How does this course fit your program?)		

New York Tech course name	
New York Tech course number	Credits

Remarks (for office use only)

Requested by (signature required)	Date	MM/DD/YYYY
Department approval by	Date	MM/DD/YYYY
Admissions review by	Date	MM/DD/YYYY

PART III: TRANSFER CREDIT INFORMATION

New York Tech will accept a limited number of graduate credits earned at other accredited institutions, provided the credits were completed with a grade of B or better, or earned through the New York Tech's approved prior learning options. These credits may be applied toward the graduate degree, provided the graduate credits have not been used for another degree, the course content is deemed by the program director to be appropriate for the major being pursued, and it is considered equivalent to the courses offered at the school. Courses taken more than five years ago are not eligible for transfer, though the program chair may make exceptions after reviewing the transfer request. Transfer credits are available only to matriculated students who are working toward completing a degree at New York Tech. The maximum number of credits that may be transferred are as shown:

Adolescent Education, M.A.T.	6 (SIX) credits
Architecture, M.ARCH.*	9 (NINE) credits
Architecture, Urban, and Regional Design, M.S.	6 (SIX) credits
Bioengineering, M.S.	9 (NINE) credits
Business Administration, M.B.A. **	9 (NINE) credits
Childhood Education, M.S.	6 (SIX) credits
Chemistry, Ph.D.	9 (NINE) credits
Computer Science, M.S.	9 (NINE) credits
Computer Science, Ph.D.	18 (EIGHTEEN) credits
Cybersecurity, M.S.	9 (NINE) credits
Data Science, M.S.	9 (NINE) credits
Early Childhood Education, M.S.	6 (SIX) credits
Electrical and Computer Engineering, M.S.	9 (NINE) credits
Energy Management, M.S.	9 (NINE) credits
Engineering, Ph.D.	18 (EIGHTEEN) credits
Mechanical Engineering, M.S.	9 (NINE) credits
Mental Health Counseling, M.S.	9 (NINE) credits
Occupational Health and Design, M.S.	9 (NINE) credits
School Counseling, M.S.	6 (SIX) credits

Directions:

All transfer credit requests must be made within the first semester of enrollment. Requests received after the first semester will NOT be considered. Courses taken at foreign institutions or universities must be evaluated by a NACES-approved agency. Find a NACES-approved agency by visiting their website at naces.org/members.

1. Complete this form in its entirety. You must list the New York Tech Course Number for which you want credit. (It's the student's responsibility to research and determine what course most matches the work previously completed.)
2. Submit an official transcript directly from other institution(s) to Graduate Admissions.
3. Submit a copy of other institution's catalog description(s) of coursework. A course syllabus or outline may also be required and should be submitted with this form.
4. Submit materials to:
New York Institute of Technology
Office of Graduate Admissions
Northern Boulevard
Old Westbury, NY 11568-8000
Tel: 516.686.7520 Fax: 516.686.1116
Email: grad@nyit.edu

* Courses taken more than five (5) years prior to request date CANNOT be transferred.

** On a case-by-case basis