

**I. TRANSFER CREDIT POLICY**

- A. All MPH Core courses must be taken at Stony Brook University, unless an equivalent was taken in an accredited public health program with a grade of B or better within the last five years. All MPH Concentration courses are to be taken at Stony Brook University, unless an equivalent course, with a grade of B or better, was taken at an approved graduate program in the past five years and transfer of credits is approved by the MPH Academic Coordinator. The student must request a credit transfer and complete the necessary forms. In all respects, the *Graduate Program in Public Health* follows the University's Transfer of Credit policy as stated in the HSC Bulletin:

*“Graduate candidates may petition the school to accept credits from another institution toward his or her degree. The school has the responsibility of deciding on the applicability of credits to the specific program. Normally, transfer credits will be limited to no more than 6 credits.”*

**II. TRANSFER CREDIT PROCEDURE**

- A. The student must provide a course syllabus and an unofficial copy of the transcript showing the grade and credits received for the course, and then complete the *Transfer Credit Evaluation Form*.
- B. The MPH Academic Coordinator will ask the Course Instructor for the course being replaced to review these materials and approve or disapprove the transfer, and then provide the decision back to the MPH Academic Coordinator.
- C. If the Course Instructor approves the transfer, the student must provide an official transcript to the HSC Office of Student Services.
- D. The MPH Academic Coordinator will provide a letter for the Office of Student Services and the student's file, which acknowledges Program approval of the transfer.
- E. The student must provide a transcript evaluated by the World Education Services (WES) for coursework completed at an international college or university.