University at Buffalo
The Graduate School

Petition to Use Historical Coursework (More Than 10 Years Old) Toward a Current Graduate Degree Program

Coursework and credits more than 10 years old, whether taken at UB or another institution, must be petitioned at the time of the student's admission to a current program, if they are to be applied toward the current degree. The director of graduate studies for the student's program reviews the coursework to determine whether the content of those courses is still relevant and applicable to the current program. The student must demonstrate their continued knowledge of the course content.

Last Name _____ First Name _____

UB Person Number _____ Email _____

Academic Dept. _____ Degree Type: Master's ☐ Doctoral ☐ Adv. Cert. ☐

List all courses requested to be applied toward your current graduate degree program. **For courses not completed at UB, attach the original, official corresponding transcript(s).** International students who previously submitted original transcripts upon admission to UB may attach a legible photocopy of the front and back of that transcript.

Name of Institution _____

Course Number and Title	Credits	Semester/Year	UB Course Equivalent	Required or Elective

Total Historical Credits Requested ____

Required Attachments

1. A letter from the academic department that explains how the above courses are still relevant and applicable toward the student's current UB program.
2. A letter from the student that explains how they have maintained the knowledge gained from these courses.
3. The student's current resume or CV.

Required Approvals

Student _____
Print Name Signature Date

Major Advisor _____
Print Name Signature Date

Chair/Director of Grad. Studies _____
Print Name Signature Date

Submit completed form and attachments to the Graduate School at grad@buffalo.edu or 408 Capen Hall.

For Graduate School Use Only

Reviewer: _____ Approved _____ Denied _____ PDB _____ HUB _____ Email _____

Comments: _____ Revised 4/28/2020

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