

## **MASTER OF SCIENCE IN SUSTAINABILITY MANAGEMENT TRANSFER CREDIT PROCEDURE**

The M.S. in Sustainability Management program may accept up to 6 graduate credits to count toward the 36 credit point degree requirements. These courses must be graduate level courses taken while in a graduate program at an accredited institution. The program will not accept graduate level courses taken through an undergraduate program. These courses must be relevant to the program's curriculum. The student must have received a B- or better in the course to receive credit.

If a student would like to transfer credits toward their degree requirements, they must submit the following materials for review to Allison Ladue ([aladue@ei.columbia.edu](mailto:aladue@ei.columbia.edu)):

- Copy of the Course Syllabus
- Copy of the transcript if not included in application materials
- Detailed explanation (1 to 2 paragraphs) identifying the curriculum area towards which the course should count.

The student will be notified if the transfer credit has been approved after review of the documentation and transcript provided with the student's admissions application..

Approved transfer credits will take up to 4 weeks to appear in student records in Student Services Online. Approved transfer credits will also appear in the student's degree audit forms.