

California State University, Stanislaus  
Department of Politics & Public Administration  
Master of Public Administration Program

## REQUEST FOR TRANSFER OF UNITS

At least 33 units of the MPA program must qualify as "residence" credit at CSU Stanislaus. This includes courses taught in Stockton or other off-campus locations. Students who have completed graduate course work at other institutions may request that their course work be counted toward completion of the MPA degree. A maximum of nine (9) transfer units is allowable. Students who wish to transfer units should submit this form along with an official transcript (if not previously submitted) of the work completed and a copy of the course syllabus (including texts) or other detailed course description. Transfer units will be applied toward the MPA degree only with the approval of the MPA Graduate Studies Committee. The number of units transferred and counted toward fulfillment of the MPA degree requirements will not be posted on a CSU Stanislaus transcript until a student has completed all other MPA degree requirements. Please note that all courses and requirements for the MPA degree, including transferred units, must be completed within a seven (7) year time period-from the beginning of the first course until completion of the last degree requirement.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Course title & number

Units

Institution

Date completed

Grade

===== Office use

Recommendation of Academic Advisor: \_\_\_\_\_

Advisor signature: \_\_\_\_\_ Date: \_\_\_\_\_

Recommendation of MPA Graduate Committee: \_\_\_\_\_

Signatures: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Notification: \_\_\_\_\_