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## ADMISSIONS AT MCNY

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## Transfer Credit

To transfer credits from another institution, you must provide an official transcript from each accredited institution of higher education previously attended, prior to the start of the semester. All transcripts will be accepted no later than the end of the fourth week of your first semester. This will assure timely transcript evaluation and advisement by the appropriate College administrator.

You may transfer credits from another college into the:

- [Associate degree programs](#)
- [Bachelor's degree programs](#)
- [Master's degree programs](#)

If you are transferring from one MCNY program into another, you may be eligible for [exemption credits](#).

To arrange for a transfer credit review, [contact the dean of your program](#).

### Associate Degree Programs

You may be awarded up to 12 credits toward the undergraduate associate degree. Credits are transferable if you better in courses comparable to the MCNY degree program curriculum into which you are accepted.

- Audrey Cohen School for Human Services and Education, [Associate of Arts \(AA\) degree](#)
- School for Business, [Associate of Science \(AS\) degree](#)

### Bachelor Degree Programs

You may be awarded to 64 credits toward the undergraduate bachelor's degree. Credits are transferable if you better in courses comparable to the MCNY degree program curriculum into which you are accepted.

Only credits earned within the past 10 years will be accepted. However, if you have earned an Associate degree



the 10 years may also be applied.

Credits earned from technical courses will only be accepted within 5 years.

- Audrey Cohen School for Human Services and Education, [Bachelor of Professional Studies \(BPS\) degree](#)
- School for Business, [Bachelor of Business Administration \(BBA\) degree](#)

For students who want to earn the Bachelor of Business Administration degree, the College-Level Examination Program® or CLEP provides students with an opportunity to demonstrate college-level achievement through a program of exams. [Click here for information about CLEP testing](#). CLEP examination results are due the semester prior to registering for the course(s). You may receive up to 35 CLEP credits within a maximum of 64 transfer credits toward your Bachelor's degree in Business. Click here for a chart of MCNY's CLEP equivalents: [MCNY School for Business CLEP chart](#)

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## Master Degree Programs

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You may be awarded up to 6 credits toward the graduate degrees. Credits are transferable if you have earned a "B" or better in courses comparable to the MCNY degree program curriculum into which you are accepted.

Credits earned within a degree can not be transferred. Only credits earned within 5 years will be accepted.

- Audrey Cohen School for Human Services and Education, [The Master of Science in Education \(Childhood 1-6\)](#)
- School for Business, [Master of Business Administration \(MBA\) degrees](#)
- School for Public Affairs and Administration, [Master of Public Administration \(MPA\) degrees](#)

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## Exemption Credits

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If you transfer between programs (Human Services or Business) at the same grade level (undergraduate or graduate), you may be awarded "exemption" for comparable courses within the program into which you are registering.

## Contact the Dean

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Contact the dean of your program to arrange an evaluation of your transfer credits.

- Audrey Cohen School for Human Services and Education  
Dean: Ruth E. Lugo [rlugo@metropolitan.edu](mailto:rlugo@metropolitan.edu)
- School of Management  
Dean: Humphrey Crookendale [hcrookendale@metropolitan.edu](mailto:hcrookendale@metropolitan.edu)

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