

Request for Transfer of Graduate Credit

PLEASE READ INSTRUCTIONS ON REVERSE SIDE OF THIS FORM

School of Graduate Studies & Research, Edinboro University of PA, Edinboro, PA 16444

Name: _____ S. S. # _____

Address: _____
Street City State Zip Code

E-mail Address: _____ Phone: _____

Are you also applying for graduate admissions? _____ YES _____ NO, I am already admitted: _____
Program of Study

Institution where credit listed below will be or has been earned:

Institution's Name

Street City State Zip Code

Course No: _____ Course Title: _____ Credit Hours: _____

• **YOU MUST INCLUDE CATALOG DESCRIPTIONS OF THE COURSE YOU ARE TRANSFERRING**

What requirement will this course fulfill in your curriculum? EUP Course No.: _____

EUP Course Name: _____ (Number and name must be completed in order for the credits to be posted to the academic history.)

Semester/Session in which you will or did enroll in the course: _____, 20__.

- If you have completed this course, please include this form and an official transcript in your admissions packet.

Was/will graduate credit be granted for this course? [] YES [] NO

List the beginning date for the course: _____

List the number of class meetings of the course: _____

List the length (in minutes) of the class meeting: _____

Your graduate major at Edinboro University: _____

Name of your advisor, if you have one: _____

Signature of Applicant Date

• **RETURN ORIGINAL FORM TO THE GRADUATE OFFICE.**

Do not write below this line - Official Use Only

____ Approve _____ Disapprove _____
Graduate Program Head Date

____ Approve _____ Disapprove _____
Graduate Dean Date

____ Posted _____
School of Graduate Studies and Research Date

Request for Transfer Credit

A maximum of 9 semester hours of graduate credit awarded by a regionally accredited college or university may be accepted for transfer to a graduate degree program at Edinboro University.

However, the MA Counseling and the MA Clinical Psychology degree programs may accept a maximum of 12 credit hours of transfer credit.

The Master of Fine Arts degree program may accept a maximum of 15 credit hours of transfer credit.

If the institution granting the graduate credit has placed limitations on the use of these credits, these same limitations will be imposed by Edinboro University. Transfer credits will be authorized only if (1) the credit is to be used in meeting the requirements for a Master's degree (2) a grade of "B" or better must be earned. If the course was "P" (Passing) or "S" (Satisfactory), the student must provide a letter from the grading faculty member that indicates what the letter grade would have been had the course been graded. This letter must be mailed **DIRECTLY** from the faculty member, and not from the student. (3) Credits were completed within a five year period from the date of the semester in which the student earned the first accepted credits of the master's degree program (4) The School of Graduate Studies must be provided with an official transcript reflecting the completed course.

The Dean of Graduate Studies may deny a student permission to transfer credit when the course is judged to be outdated or inappropriate, or if the proper procedure has not been followed.

Edinboro University believes transfer credit should be part of a planned program of study and that authorization for transfer should be based on this plan and not on student convenience.

The following procedures must be followed by:

Students applying for admission to a graduate program at Edinboro University:

- ◆ For each course, submit this form to the Graduate Office. **This must be submitted along with the Application for Admission to Graduate Study.**
- ◆ Include a copy of your transcript in your admissions packet, and have an **official transcript** mailed to the Graduate Office. **Also, include a copy of the course description.**
- ◆ Transfer credit will be authorized only if written approval of the transfer has been made by the Graduate Dean.
- ◆ Notification of specific courses which have been accepted for transfer will be made at the time of notification of acceptance to the graduate studies program.

Students who have been admitted to a graduate program at Edinboro University.

- ◆ For each course, submit this form to the Graduate Office. Also, include a copy of the course description. **This must be done at least 4 weeks prior to the beginning date of the course.**
- ◆ Upon course completion, have an **official transcript** mailed to the Graduate Office. **Also, include a copy of the course description.**
- ◆ Transfer credit will be authorized only if written approval of the transfer has been made by the Graduate Dean.
- ◆ Notification of specific courses which will be accepted for transfer credit will be sent to the student pending approval by the Graduate Dean.