GRADUATE CREDIT TRANSFER RECOMMENDATION
FOR ONLINE PROGRAMS

STUDENT NAME _______________________________ ID ______________________

GRADUATE PROGRAM ___________________________ MENTOR __________________

INITIAL TERM OF ENROLLMENT IN GRADUATE PROGRAM ______________________

Has student already transferred any credits? □ Yes □ No

COURSE TO BE CONSIDERED FOR TRANSFER

Course No. ___________________________ Title ______________________________

Credits ______ Grade ______ Term/Year Taken ________________________________

College where taken ________________________________

Equivalent University of Scranton Course ___________________________ Title __________________

Recommendation Signatures:

Mentor ___________________________ □ Approve □ Deny Date ______________

Program Director ___________________________ □ Approve □ Deny Date ______________

Final Action:

Dean ___________________________ □ Approve □ Deny Date ______________

Date of transcript entry by Student Services Office __________________________

SUMMARY OF GRADUATE POLICIES ON TRANSFER OF CREDIT

1. Credits for transfer must be acquired in residence at an accredited institution as a graduate student;
2. A maximum of nine graduate credits may be transferred for graduate programs requiring at least 39 credit hours for completion and six graduate credits may be transferred for graduate programs that require less than 39 credit hours for completion;
3. Courses to be transferred must be integral to the student's program of study;
4. Transferred credits must have been taken within six years of the date of requested transfer to The University of Scranton;
5. A grade of B or better is required in any course to be transferred and an official transcript demonstrating this must be submitted for work at other institutions (including course descriptions of the credits in question.) A grade of Pass or Satisfactory is not acceptable for transferred credits;
6. The course to be transferred must be a regularly scheduled course (and not a workshop).

See Graduate Studies Catalog for complete policy

Mail the completed form to The University of Scranton, College of Graduate and Continuing Education, Office of Online and Off Campus Programs, 800 Linden Street, O’Hara Hall 119, Scranton, PA 18510-4632 or FAX to 570-941-5819.

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