

## 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**  
**800 Linden Street, O'Hara Hall 119**  
**Scranton, PA 18510-4632**  
**or FAX to 570-941-5819**