

GRADUATE CREDIT TRANSFER RECOMMENDATION

STUDENT NAME _____ ID R _____

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 _____

Mail this form to: The University of Scranton, College of Graduate and Continuing Education, Office of Student Services and Advising, 800 Linden Street, Scranton, PA 18510-4632 or Fax to (570)941-7621.

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