



Transfer of Credit to another Institution Policy

The University of Scranton recognizes that, from time to time, there are people who wish to take graduate level courses for transfer to their home institution. Typically, they seek such a route in order to complement their graduate program at their home institution. As a result, a Special Admission category was developed and the following policies govern this status.

To be considered for this status at The University of Scranton you must:

- 1) Be a student in good standing in a graduate program at an accredited university.
- 2) Complete a Transfer of Credit to another Institution application form.
- 3) Submit a letter from the Dean or Registrar at your home graduate school verifying your status as a student in good standing at that institution.

All applications for this status will be reviewed by appropriate Graduate Program Directors and the Office of Graduate Admissions who will decide upon your admission application and inform you of your status.

The University of Scranton degree-seeking graduate students will have priority in courses where space and/or facilities are limited. Students lacking course prerequisites must obtain written authorization from individual instructor(s) in order to register for such a course.

Admission to this status is limited to one academic year and students may not elect more than nine (9) credits in any one graduate department while in this status.

Students are subject to all regulations that apply to matriculated degree-seeking graduate students, including the requirement that they maintain an overall grade point average of 3.0 in all courses elected.

Courses taken for transfer to another institution will be recorded on a graduate transcript and may be subsequently counted toward a graduate degree should you later gain regular admission to a degree program at The University of Scranton. Admission to Special status should in no way be construed as a guarantee of subsequent admission to a degree program.

Students in this status are *not* eligible for graduate assistantships or financial assistance.

The University of Scranton reserves the right to terminate a student in the event that University policies or regulations are violated.



APPLICATION FOR TRANSFER OF CREDIT TO ANOTHER INSTITUTION STATUS

Name _____
Last First MI

Maiden Name (if applicable) _____

Social Security No. _____ Gender: Male _____ Female _____

Date of Birth _____
Month Day Year

Permanent Address

Street _____ Apt. No. _____

City, State, Zip _____

County _____

Telephone () _____ E-mail address _____

Current Address

Street _____ Apt. No. _____

City, State, Zip _____

County _____

Telephone () _____ E-mail address _____

Country of Citizenship _____

Term applying for (circle one):

Fall 20 _____ Intersession 20 _____ Spring 20 _____ Summer 20 _____

Area of Proposed Study: _____

Educational Background

Please indicate the institution and graduate program you are attending.

Reason(s) for Application

Please indicate your reason(s) for seeking the Transfer Of Credit To Another Institution Status of admission (use the reverse side of this application if you require additional space in which to write).

Ethnic Information (*This section should be completed by U.S. citizens and eligible non-citizens only*):

Are you Hispanic or Latino?

Yes No

Check one or more of the following groups you consider yourself to be a member:

American Indian or Alaskan Native

Asian

Black or African-American

Native Hawaiian or other Pacific Islander

White

I certify that I have read the policy governing Transfer of Credit and agree to the terms and conditions stated in the policy.

(Applicant's signature)

Date

Please do not write below this line.

Department Recommendation:

Admit Not Admit

(Chair/Program Director's signature)

Date

Office of Graduate Admissions Recommendation:

Admit Not Admit

(Office of Graduate Admissions' signature)

Date
