

CREDIT-AWARD-T

Student ID # R _____

**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 Number _____ Title _____

Credits _____ Grade _____ Term/Year _____

Name and Location of Accredited Institution/College _____

Equivalent University of Scranton Course _____ Title _____

Required Signatures:

Student _____ Date: _____

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 six (6) graduate credits may be transferred for graduate programs requiring **less than 39 credit hours** for completion;
3. A maximum of nine (9) graduate credits may be transferred for graduate programs requiring **at least 39 credit hours for completion**;
4. Courses to be transferred must be integral to the student's program of study;
5. Transferred credits must have been taken within six years of the date of requested transfer to The University of Scranton
6. 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;
7. The course to be transferred must be a regularly scheduled course (and not a workshop).

See the Online Graduate Studies Catalog for complete policy