

## Request for Transfer of Graduate Credits

All Applicants: Please sign below and include with your application for admission.

### Transfer of Credits

Transfer of credits to graduate programs at The University of Scranton is governed by the following policies (special exceptions may pertain to affiliation programs):

1. Credits for transfer must be earned at an accredited institution while enrolled 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.

Students matriculated at The University of Scranton may take courses at other accredited graduate schools for the purpose of transfer of credit only with the prior permission of their mentor and the Dean of GCES.

### MBA students, please note:

A maximum of six graduate credits may be transferred to The University of Scranton in fulfilling MBA course requirements from an AACSB International-accredited school. If the student is seeking to transfer courses from another Jesuit institution participating in the Multilateral MBA Agreement, the student should check with the program director regarding credit transfer.

### All Students, please acknowledge one of the following:

- I am interested in submitting the Request for Transfer of Graduate Credit for Online Programs form (<http://matrix.scranton.edu/pdf/gs-credit-transfer-recommendation-online.pdf>) to request transfer of credits in accordance with this policy and will be providing the necessary documents as stated above.
- I do not have graduate credits to transfer at this time

Signature \_\_\_\_\_ Date \_\_\_\_\_