

## GRADUATE TRANSFER CREDIT REQUEST

Please read this form carefully before filing this request. Print clearly. Provide all information and return signed form to address below.

|            |           |            |    |
|------------|-----------|------------|----|
|            |           |            |    |
| Student ID | Last Name | First Name | MI |

|              |           |       |     |
|--------------|-----------|-------|-----|
|              |           |       |     |
| Home Address | City/Town | State | Zip |

|            |       |
|------------|-------|
|            |       |
| Home Phone | Email |

Degree/Major/Concentration: \_\_\_\_\_

| Institution | Transfer Course<br>(Title / Course number) | Credits | Grade | Term/Semester<br>& Year | PSU Course Equivalency* or<br>Indicate Elective |
|-------------|--|---------|-------|-------------------------|---|
|             |  |         |       |                         |   |
|             |  |         |       |                         |   |
|             |  |         |       |                         |   |
|             |  |         |       |                         |   |
|             |  |         |       |                         |   |

*\*Course description or syllabus may be required to confirm course equivalency.*

Additional Information/Rationale:

**TRANSFER CREDIT POLICY**

Grades for transfer courses must be a B or higher, and appropriate to the program attempted at PSU. Only credits may be transferred, not grades; therefore, the grade for transfer courses does not count toward the required 3.0 grade point average for program completion. Courses completed more than six years prior to the time of acceptance may not be transferred to a graduate program. Generally, up to 9 graduate-level credits from other accredited institutions may be accepted in degree or certification programs, but not certificate programs. Courses cannot be transferred for credit if used in earning another degree. EdD and MBA students should refer to the specific transfer credit policy in the respective catalog sections for additional information.

An official transcript must be on file at the College of Graduate Studies Office before credits can be considered for transfer to a PSU program. Course descriptions or course outlines or both may be requested in order to determine credit consideration.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_