



## TRANSFER OF CREDITS

1. Transfer of credit requests must come from the student to the department.
2. The request is then signed in duplicate by the major advisor and the Graduate Committee Chair.
3. Forward the request to the Dean's office with attached transcript.
4. The dean's office will verify that:
  - a. Credit was taken within the past five years.
  - b. Credit was graduate credit at that institution
  - c. The grade for that credit was a "B" or better. Grades lower than a "B" or grades such as "P" or "S" are not satisfactory for transfer.
  - d. Credits must have been applicable for an advanced degree at the institution where they were taken.
  - e. The course or courses must have been taught by a member of that institution's Graduate Faculty.
  - f. Credits for courses taken by correspondence are not acceptable for transfer.
  - g. Only twelve (12) quarter hours are transferable. (Anything over 12 must be approved by Graduate Council).
5. If compliance with any of the above rules is questionable and not obtainable by review of the transcript, a letter may be sent to the Office of the Graduate Dean of that institution.
6. When a response is received, the request may be either accepted or denied.
7. If the credit is acceptable, it is converted from semester to quarter hours, if required (semester hours = 1.5 qtr. hrs.) and grades are applied as a "T".
8. Copies are then sent to the appropriate department and to the Office of Graduate Studies.
9. If credit is not acceptable, the Department Graduate Chair is notified.