

TRANSFER OF CREDIT FORM

SEHD Master's and EdS Programs

Transfer credit is defined as any credit earned at another regionally accredited institution either in the United States or abroad. Graduate courses taken while the student was enrolled in a graduate program anywhere in the CU system are considered resident, not transfer, and therefore fall outside the limits on transfer credits. Submit the required documentation as soon as possible once the course and grade are posted on the transcript.

1. Official transcript showing courses recommended for transfer must accompany this request (unless already submitted during the admissions process.) To be official, a transcript must show the seal of the institution.
2. Courses used toward one master's degree (or EdS) cannot be used toward another master's (or EdS) degree.
3. Grades in the courses recommended for transfer must be no lower than B-.
4. Courses with "Pass/Fail" or "Satisfactory/Unsatisfactory" grades will not be transferred.
5. Institutions from which courses are recommended for transfer must be regionally accredited.
6. Quarter hours will be converted to semester hours by multiplying the number of quarter hours by 2/3.
7. Student must have satisfactorily completed one semester in the SEHD graduate program as a regular degree student before transfer of credit is recommended.
8. Student's grade-point average on all work taken must be no lower than 3.0.
9. The rules of the SEHD stipulate a maximum number of hours which may be transferred, depending upon the degree. Most SEHD Master's or EdS programs allow a **maximum** of 9 semester hours of transferred coursework with faculty advisor approval. See your program handbook for the number of hours your program will accept.
10. Transfer courses must be validated by the faculty advisor if credits were not earned within the Master's or EdS program 7 year time limit.
11. Courses recommended for transfer must be equal in level to courses applicable toward the degree at this institution.
12. Grades for transferred classes are not calculated into the graduate grade point average.

Student Name: _____ **ID Number** _____ **Date** _____

Degree and SEHD Program: _____

Courses requested for transfer:

Institution	Title of Course	Prefix & Number	Grade	Semester Hrs	Term & Year

Student Signature _____ **Date** _____

Faculty Advisor _____ **Date** _____

SEHD Authority Signature _____ **Date** _____