



Office of Graduate and Professional Studies
450 South Easton Road
Glenside, PA 19038

RECORD OF TRANSFER CREDIT

Name: _____ Social Security Number: _____

Address: _____

College or University #1: _____ Year: _____

Department: _____ Course #: _____ Credits: _____ Grade: _____

Course Title: _____

College or University #2: _____ Year: _____

Department: _____ Course #: _____ Credits: _____ Grade: _____

Course Title: _____

Total Number of Credits: _____ Adviser's Signature: _____

Dean's Signature

IMPORTANT:

- To be considered for transfer, courses must have been taken within the last 8 years. Transfer credits may be counted as part of the degree only if they are less than 10 years old at the time the degree is conferred. A grade of "B" or higher must have been earned; the student's adviser must judge the courses to be relevant to the present program; and the institution which granted the credit must accept the course toward its own degree.
- Attach a copy of the transcripts to this form. Circle the course(s) to be transferred. An official transcript must be on file with the Office of Graduate and Professional Studies.
- Return completed form to the Office of Graduate and Professional Studies.

Grades for transfer credits will not be averaged in with the cumulative grade point average (GPA) except to determine if the student is eligible for distinction.

Policy and Procedures for Transfer Credit

POLICY STATEMENT

Please review the policy statement regarding transfer credits that are found in the graduate catalog on pages 24-25. Notice that the adviser is to “judge the courses relevant to the present program” and that to do this the adviser should see official transcripts and course descriptions. Please see that you have this information before you accept credit for transfer.

“Transfer credits may be counted as part of the degree only if they are less than 10 years old at the time of completion of the degree. A grade of B or higher must have been earned; the student’s adviser must judge the courses to be relevant to the present program; and the institution that granted the credit must accept the course toward its own degree. Only 3-credit courses or multiples of 3 (i.e., 3 or 6) will be accepted. One-credit courses are not accepted under any circumstances. The student is responsible for supplying official descriptions of courses and any other supporting information requested by the adviser. Also, course credit previously used to fulfill graduate or undergraduate degree requirements may not be considered for transfer into any master’s degree program at Arcadia University. (See individual graduate programs for special transfer policies.)”

PROCEDURE

Return completed form with adviser’s signature to the Office of Graduate and Professional Studies, Taylor Hall Room 200.