



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

RECORD OF GRADUATE TRANSFER CREDIT

Name: _____ Student ID # _____

Address: _____

Alternate Email: _____

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: _____

School Dean or Program Director's Signature

Graduate Associate Dean's Signature

IMPORTANT:

- Graduate Transfer Credit Criteria: Courses must be less than 7 years old. 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; courses must be graduate-level; and the institution which granted the credit must accept the course toward its own degree. Transfer credit maximum is six credits (two three-credit courses). **Courses may NOT be part of a prior degree.**
- Attach a copy of the official transcript(s) to this form. Highlight the course(s) on the transcript and indicate Arcadia equivalent course if applicable.
- Return completed form to the Associate Dean of Graduate Studies, Taylor 105.

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 Arcadia 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 and official transcript to the Associate Dean of Graduate Studies, Taylor Hall Room 105.

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.