

THE UNIVERSITY OF  
**SCRANTON**  
A JESUIT UNIVERSITY

COLLEGE OF GRADUATE AND  
CONTINUING EDUCATION

**GRADUATE CREDIT TRANSFER  
RECOMMENDATION**

STUDENT NAME \_\_\_\_\_ ID# R \_\_\_\_\_

GRADUATE PROGRAM \_\_\_\_\_ MENTOR \_\_\_\_\_

INITIAL TERM OF ENROLLMENT IN GRADUATE PROGRAM \_\_\_\_\_

Has student already transferred any credits? ☐ Yes ☐ No

**COURSE TO BE CONSIDERED FOR TRANSFER**

Course Number \_\_\_\_\_ Title \_\_\_\_\_

Credits \_\_\_\_\_ Grade \_\_\_\_\_ Term/Year \_\_\_\_\_

Name of Accredited Institution/College \_\_\_\_\_

College where taken \_\_\_\_\_

Equivalent University of Scranton Course \_\_\_\_\_ Title \_\_\_\_\_

**Required Signatures:**

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

Mentor \_\_\_\_\_ ☐ Approve ☐ Deny Date \_\_\_\_\_

Program Director \_\_\_\_\_ ☐ Approve ☐ Deny Date \_\_\_\_\_

**Final Action:**

Dean \_\_\_\_\_ ☐ Approve ☐ Deny Date \_\_\_\_\_

Date of transcript entry by Student Services Office \_\_\_\_\_

**SUMMARY OF GRADUATE POLICIES ON TRANSFER OF CREDIT**

1. Credits for transfer must be acquired in residence at an accredited institution as a graduate student;
2. A maximum of six (6) graduate credits may be transferred for graduate programs requiring less than 39 credit hours for completion;
3. A maximum of nine (9) graduate credits may be transferred for graduate programs requiring at least 39 credit hours for completion;
4. Courses to be transferred must be integral to the student's program of study;
5. Transferred credits must have been taken within six years of the date of requested transfer to The University of Scranton
6. A grade of B or better is required in any course to be transferred and an official transcript demonstrating this must be submitted for work at other institutions (including course descriptions of the credits in question.) A grade of Pass or Satisfactory is not acceptable for transferred credits;
7. The course to be transferred must be a regularly scheduled course (and not a workshop).

*See the Online Graduate Studies Catalog for complete policy*