

Transfer Credit Request for Matriculated Graduate Students

Student's Name: _____ ID #: _____

Courses being transferred must adhere to the following policy:

The amount of graduate work transferable to a graduate degree program is limited to a maximum of 9 credits for programs requiring 30 to 35 credits or 25 percent of the total credits for programs requiring 36 credits or more, not including prerequisites. Many graduate programs have more restrictive policies. Courses applied to a previously earned degree are not transferable. In order to be transferred, a course or courses must meet the following criteria:

- graduate level from a regionally accredited institution authorized to grant graduate degrees
- passed with a grade of "B" (3.0) or higher; (pass/fail courses may not be transferred)
- within the six-year limit at the time of graduation
- recorded on an official transcript from the granting institution
- pre-approved before taking courses (courses taken without approval may not be transferred into Southern)
- Students must submit an official transcript showing proof of completion of the course(s) to be transferred. Credit hours only, not grades, may be transferred. No transfer credit will be posted until the student has successfully completed the course and submitted the official transcript to the REGISTRAR'S OFFICE. It is the student's responsibility to ensure that their transcripts are delivered and received by the Registrar's Office. Transfer credits will be processed within 5-7 business days from the date official transcript is received. The GPA is computed for grades earned at Southern only.

Transferred Courses:

College/University	Course (include title)	SCSU Equivalent *Determined by Dept.

*If there is no equivalent course at SCSU the transfer course will be brought in as elective credit.

- I have read and understand all policies stated above and agree to comply with them.

Student Signature: _____

Date: _____

Advisor Signature: _____

Date: _____

Chairperson/Graduate Coordinator Signature: _____

Date: _____

**Please scan the signed form and email to Registrar@SouthernCT.edu with a subject line:
Transfer Credits once approved and signed by Chairperson/Graduate Coordinator**

Registrar's Office Use Only

Processed By/Date: _____