

Master's Degree and Graduate Certificate

PROPOSED TRANSFER CREDIT

This form is required whenever Transfer credits are requested. Approval of the GO-21M *early in the student's program* is recommended so the student will have sufficient time to complete any additional course work which may be necessary. An official transcript in a sealed (closed) envelope from the originating institution must be attached if it is not already on file in the Office of Graduate Admissions.

Name _____ PSU ID# _____

PSU E-mail (PRINT CLEARLY) _____ Daytime phone _____

Degree _____ Major _____ Term of Admission _____

Transfer credits are defined as credits taken at any institution other than PSU at any time (i.e., pre- or post-admission to a graduate program at PSU). All **master's students** must earn a minimum two-thirds of the credits required for the degree at PSU; therefore, a maximum one-third of the credits required for a PSU master's degree can be Transfer credits. All **graduate certificate** students must earn two-thirds of required credits for the certificate, or 15 credits minimum, whichever is *larger*, at PSU.

All Transfer credits must be graduate level and meet the following requirements: 1) taken at an institution recognized under PSU's Transfer Credit Policies; 2) must be applicable to a graduate degree or certificate as appropriate at the originating institution without qualification; 3) must not be used for any other degree at any institution; 4) must be letter graded B- or higher; 5) must not be graded Pass (or similar grading method); 6) must be no older than seven years old at the time the master's degree or graduate certificate is awarded; 7) must not be correspondence credit. Contact the Graduate School for information on transfer courses from international institutions as these require additional documentation.

Pre-admission credits are defined as credits taken at any institution, including PSU, before the formal term of admission to a PSU graduate degree program. Pre-admission limits are applicable to **master's degrees** only, not **graduate certificates**. All master's students must earn a minimum of two-thirds of the credits required for the degree after formal admission to the degree program; therefore, a maximum one-third of the credits required for a master's degree can be Pre-admission credits. Use of Pre-admission credits earned *at PSU* for master's students are requested via a DARS exception, not the GO-21M form.

Transfer Credits

Transfer credits from other institutions are not computed in the PSU graduate GPA and are not entered on PSU's transcript, but they are entered into DARS and are computed in the degree program GPA on the DARS audit.

DEPT.	NO.	TITLE	TERM/YEAR/ INSTITUTION	GRADE	CREDITS	COUNTING FOR ON DARS AUDIT (LIST SPECIFIC COURSE REQUIREMENT THIS COURSE WILL COUNT FOR, OR, IF AN ELECTIVE, WRITE 'ELECTIVE')

IF CREDITS AT ORIGINATING INSTITUTION ARE SEMESTER CREDITS, CLEARLY INDICATE WHETHER THEY SHOULD BE CONVERTED TO QUARTER CREDITS
(MAXIMUM CONVERSION: 1 SEMESTER CREDIT = 1.5 QUARTER CREDITS; PARTIAL CREDITS CANNOT BE ROUNDED UP)

TOTAL TRANSFER CREDITS REQUESTED _____

COMMENTS _____

Required Signatures

Student Signature _____ Date _____

Adviser _____ Date _____

Department Chair _____ Date _____

Graduate School approval _____ Date _____