

Graduate Credit Transfer Form
College of Graduate Studies

See page 2 (or reverse side) for transfer credit requirements

Instructions

Complete the form and attach the description of course(s) taken from the institution's bulletin. Also include a copy of the page from the bulletin that denotes the course(s) as being at the graduate level. **An official transcript must also be attached** (or a copy from your Graduate Admission file). **Copies of grade reports are not acceptable.**

Submit the completed form and attachments, to your CSU Graduate Program Advisor. Upon final approval, copies of the approved transfer credit form will be distributed to you, your Graduate Program Office, and the University Registrar. The Registrar will record approved transfer credit on your transcript. Transfer credit regulations appear in the Graduate Catalog.

Name _____ CSU ID No. _____ Date _____
Please Print (first name) (last name)

Address _____
(Number and Street) (City, State, and Zip Code)

Degree Program:

- Master's degree - Major Area _____
- Doctoral degree - Major Area _____

The graduate course(s) and credit(s) listed below are submitted for acceptance in transfer to apply to my CSU graduate degree program requirements.

| Course No. | Course Title | College/University Attended | Qtr./Sem. Cr. Hrs. Earned | Grade Earned | Qtr./Sem. & Year Taken |
|------------|--------------|-----------------------------|---------------------------|--------------|------------------------|
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |

Total Number of Credits Approved for Transfer by the Program/Department: _____ semester hours Approved:

Graduate Program Advisor Date Graduate Program Director Date

Graduate College Office Use:

The approved credits may only be used to meet graduate degree requirements if all other degree requirements are satisfied on or before the end of _____, _____. (See the Graduate Catalog regarding degree completion requirements.)
(Semester) (Year)

Approved: _____
Dean of the Graduate College Date

Log In Out Original forwarded to University Registrar on: _____
(Initials: _____)

Original: Registrar; Copy to: Graduate College, Department, Student

| | |
|-------------------------------|-------|
| Original Date of Admission: | _____ |
| Current Graduate Status: | _____ |
| Credits Completed: | _____ |
| Cumulative GPA: | _____ |
| Total No. of Credits Approved | _____ |

GRADUATE TRANSFER OF CREDIT REQUIREMENTS

Transfer credit is subject to department and Graduate College regulations. Transfer credit requires the approval of the Graduate Program Committee and the Dean of the Graduate College. Departments may limit transfer credit to less than the maximum permitted by the Graduate College where it is felt that courses are not appropriate for the student's program.

1. All graduate transfer credit must have been earned at an accredited graduate college or university and not utilized to fulfill a requirement for any other degree.
2. Students seeking transfer credit must have Regular Graduate Student Status and be in good academic standing at both Cleveland State University, and the school in which the credits were earned.
3. Credit awarded in transfer will not be recorded on the student's transcript until 12 semester hours of graduate (500-800 level) course work is completed at Cleveland State University and the student has a cumulative grade-point average of 3.00 or above.
4. Transfer credit can not exceed nine graduate semester hours for master's degree students, and one-third of the total hours required for doctoral degree students. Requests for an extension of the limit on transfer credit must be approved by the department/program graduate committee. Such requests do not require review and approval by the Graduate College Petitions Committee. Not more than one-half of a student's total graduate program may be a combination of transfer credit and credit by examination.
5. All credits requested in transfer must carry a letter grade of "B" or above in graduate level courses. No "S/F" or "P/F" graded courses may be transferred. Petitions will not be considered for an exemption from this requirement.
6. All transfer credit must be within the six-year limitations on course work that may be applied for master's degree requirements. See the Graduate Catalog for the statute of limitations regulation. Requests for an extension of the six-year limit on transfer credit must be approved by the department/program graduate committee. Such request do not require review by the Graduate College Petitions Committee. **However, if the request involves coursework that is dated ten or more years at the anticipated point of graduation, the petition must also be reviewed and approved by the Graduate College Petitions Committee.**

For doctoral students, all transfer credits must be within the ten-year statute of limitations on coursework that may be used to meet degree requirements. See the Graduate Catalog for the statute of limitations regulation. **Transfer Requests for work that exceeds ten years must be approved by both the Department/Program Committee and the Graduate College Petitions Committee.**

Graduate College Petitions forms and instructions are available in the College of Graduate Studies Office, or may be downloaded: <http://www.csuohio.edu/gradcollege/students/forms/>.

College of Graduate Studies, Parker Hannifin Hall, third floor, 2258 Euclid Ave., (216) 687-9370