

<i>School of Continuing Studies Georgetown University</i>	Transfer of Graduate Credit Request Form
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Name	_____		
	Last	First	Middle
ID #	_____	Program	_____
Phone	_____	Email	_____

Requirements for Transfer of Credit Review

- Graduate students can apply a maximum of 3 credits (APC students) or 6 credits (MPS students) of graduate coursework completed at another accredited institution at the graduate-level prior to their matriculation in the School of Continuing Studies (SCS).
- Only courses completed at the graduate-level with a grade of “B” (3.00) or better can be considered for transfer.
- The requested course(s) must be reviewed and approved by the Associate Dean of the student’s current SCS graduate program for a corresponding equivalent course offered in the program.
- Individual courses must be at least 3 credits to be considered for transfer. Courses under 3 credits cannot be transferred into SCS.
- The requested course(s) cannot have been applied previously toward a certificate or degree earned at another academic institution.
- An official transcript from the institution at which the student completed the requested course(s) is required.

Previous Institution	Semester Course Completed	Course Title and Number	Grade Earned in Course	Credits Earned in Course	SCS Equivalent Course (required)

Total Credits to be transferred into current program (max 3 APC or 6 MPS): _____

Program Associate Dean’s Signature

Date

Senior Associate Dean of Academic Affairs’ Signature

Date