



Administrative Use: _____
Plan Code _____
Institution Code _____

Request for Transfer of Credit

Student Name _____ PID _____

Dept/Program requesting approval _____ First term enrolled at Ohio University as graduate student _____

Institution from where transfer credit is being requested _____

Number of requested transfer credits _____ Requested transfer credits are Quarter Semester hours

Course 1

External Course Number	Course Title	Hours	Term/Year Taken	Grade
Equivalent OHIO Course Number	OHIO Course Title	Or: Transfer as generic course	OU Course Level	
		OU Course Prefix:	<input type="checkbox"/> 5000 <input type="checkbox"/> 7000	<input type="checkbox"/> 6000 <input type="checkbox"/> 8000

Course 2

External Course Number	Course Title	Hours	Term /Year Taken	Grade
Equivalent OHIO Course Number	OHIO Course Title	Or: Transfer as generic course	OU Course Level	
		OU Course Prefix:	<input type="checkbox"/> 5000 <input type="checkbox"/> 7000	<input type="checkbox"/> 6000 <input type="checkbox"/> 8000

Course 3

External Course Number	Course Title	Hours	Term /Year Taken	Grade
Equivalent OHIO Course Number	OHIO Course Title	Or: Transfer as generic course	OU Course Level	
		OU Course Prefix:	<input type="checkbox"/> 5000 <input type="checkbox"/> 7000	<input type="checkbox"/> 6000 <input type="checkbox"/> 8000

Advisor

Advisor Signature /Date

Graduate Chair

Graduate Chair Signature /Date

Associate Dean, College of Arts & Sciences

Associate Dean Signature /Date

Procedure

Requests for transfer of credit must be recommended by your advisor and department graduate committee before forwarding to the office of the College Dean or Director of the School/Center.

Once the Dean/Director's Office has approved the request, it is forwarded to the Graduate College for final review and processing. The transfer documents become part of your permanent Graduate College file. When accepted transfer credit has been posted, you will be able to view it on your Student Center.

To be eligible for transfer, courses must be

1. Designated as graduate credit at the institution where taken,
2. Letter graded B or better,
3. Earned within the past five years,
4. Applicable toward a graduate degree at the institution where taken, and
5. Earned in courses taught by members of that institution's graduate faculty.

Credits requested for transfer cannot have been used to satisfy requirements for completion of another degree. Courses equivalent to those at Ohio University cannot be transferred for credit and also be taken for credit at Ohio University. Credit is not accepted for courses taken by correspondence.

The full transfer of credit policy is in the Graduate Catalog Academic Policies and Procedures section, item 5.