



**Student Data**

(please type or print)

Name \_\_\_\_\_ Date \_\_\_\_\_  
Last First MI

Graduate Program \_\_\_\_\_ ID# \_\_\_\_\_

**Instructions**

Students may transfer a maximum number of six semester graduate credits appropriate to the program earned from a regionally accredited college or university toward completion of their St. Scholastica degree. Exceptions to this policy for individual students may be made with approval of the departmental admissions committee and the school dean. The transfer credit must have been completed no more than seven years prior to the date the St. Scholastica degree is completed. Forms to request transfer of credits can be obtained from the Office of Graduate Admissions. The College of St. Scholastica will consider transfer credits from students who:

- Submit a Graduate Credit Transfer Application form.
- Submit an official transcript sent directly from the regionally accredited institution.
- Submit the course syllabus, catalog or other pertinent descriptive information to determine equivalency of course content.
- Have earned a course grade of 3.0 or better.
- Completed the course not more than seven years prior to graduating from the St. Scholastica program.

Degree-seeking students planning to enroll in courses at another institution with the intent to transfer the credits to The College of St. Scholastica will need to send a written request and supporting course documentation to the program director prior to enrolling in the course. Written approval will be provided if the course is acceptable for transfer.

Upon completion of this form, submit it to your program academic advisor.

**Transfer Credits**

Course no. and title	Credits	Grade	Term/year taken	Institution
_____	_____	_____	_____/____	_____
_____	_____	_____	_____/____	_____
_____	_____	_____	_____/____	_____
_____	_____	_____	_____/____	_____
_____	_____	_____	_____/____	_____

**Approval**

Yes  No Academic Advisor \_\_\_\_\_ Date \_\_\_\_\_

Yes  No Program Director \_\_\_\_\_ Date \_\_\_\_\_

Yes  No School Dean \_\_\_\_\_ Date \_\_\_\_\_