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Ohio University
College of Arts and Sciences
Request for Transfer of Credit

Student's Name:

Type PID here:

Department:

Name of college/university from which courses are being transferred from:

First quarter and year enrolled at former school:

Course Number	Course Title	Hours	Year/Qtr	Grade

Advisor

Date: _____

Graduate Chair

Date: _____

Howard D. Dewald
Associate Dean, College of Arts and Sciences

Date: _____

*** Transcript required**
**** Submit form in duplicate to appropriate academic department**

Originals (2) College of Arts and Sciences, Office of the Dean

CAS use only:

Sent to OGS: _____

Copy of approved document to department: _____

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Procedure

1. Transfer of credit requests are initiated by the student and submitted to the department.
2. Approved requests are signed in duplicate by the major advisor and the Graduate Chair of the department.
3. Original documents (2) and required transcripts are forwarded to the College of Arts and Sciences, Dean's Office.
4. Verification
 - a. Credit was taken within the past five years.
 - b. Course was taken for graduate credit at that institution
 - c. Only grades of "B" or better are accepted. Grades such as "P" or "S" are not accepted.
 - d. Credits must have been applicable toward an advanced degree at the institution where they were taken.
 - e. The course or courses must have been taught by a member of that institution's Graduate Faculty.
 - f. Credits for courses taken by correspondence are not accepted
 - g. Only twelve (12) quarter hours are transferable.
5. If compliance with any of the above rules is questionable and/or not obtainable by reviewing the transcript, a letter may be sent to the Office of the Graduate Dean of that institution for confirmation and/or clarification.
6. Accepted credit will be converted from semester to quarter hours if applicable (semester hours = 1.5 qtr. hrs.) and grades will be applied as a "T".
7. If credit is accepted, copies of this document will be sent to the appropriate department and to the Office of Graduate Studies for final processing. If credit is not accepted, the Graduate Chair of the will be notified.