



Division of Graduate Studies Graduate Transfer Credit Request Form

Graduate students enrolled at Clarion University requesting permission to complete any courses at another regionally accredited institution to transfer back to Clarion should complete this form and obtain the proper approvals **prior** to registering for the course(s). This form should also be used to request transfer credit of graduate coursework previously completed. A course description and syllabus should be submitted with this form (see reverse side).

Name: _____ Student ID Number: _____
Last First Initial

Address: _____
Street City State Zip

Telephone: _____ E-mail: _____
Area Code

I request permission to take the following course(s) from: _____
Name of University/College

During the period: _____ (semester or summer session date) Clarion Graduate Program: _____

Transferring Institution

Clarion Equivalent Course
(to be completed by graduate program coordinator)

Course Number	Title	Semester Hours of Credit	Course Number	Title	Semester Hours of Credit
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Reason for request: _____

Student signature: _____ Date: _____

Approvals (for permission to enroll in above courses):	Approved	Not Approved	Date
_____ Advisor's Signature	_____	_____	_____
_____ Graduate Program Coordinator's Signature	_____	_____	_____
_____ Department Chair's Signature	_____	_____	_____
_____ College Dean's Signature	_____	_____	_____
_____ Graduate Dean's Signature	_____	_____	_____

Final approval (after receipt of official transcript/grades):
 _____ Date: _____
Graduate Dean Sent to Registrar's Office

Guidelines and Instructions for Transfer of Graduate Credit (effective January 2005)

Clarion University of Pennsylvania accepts transfer credits from other regionally-accredited institutions for coursework of higher academic caliber in accepted fields of study. Certain guidelines have been established, however, to provide uniformity of transfer standards:

1. The transferring institution must be accredited.
2. The course(s) taken must be recognized in content and quality as similar to the curriculum approved for academic credit by the Clarion University Faculty Senate. The credits must be capable of counting toward a graduate degree at the sponsoring institution. In addition, the coursework cannot have been applied toward a completed degree at any university.
3. Transfer credits which duplicate coursework previously completed will not be accepted unless the intent is to satisfy a competency. Transfer credits do not alter grades or the quality-point average (QPA) at Clarion University. All transfer credits will be calculated in semester hours.
4. The student must earn a minimum grade of "B" (quality-point average of 3.0) in the course in order for the credits to be accepted in transfer at Clarion University. A course with a grade of "B-" or lower that does not calculate to a 3.0 quality-point average for that course will not be accepted in transfer. "Pass/Fail" grades will not be accepted for transfer. Workshop courses are not transferable to Clarion University. Courses must be certified as "graduate" level on the official transcript.
5. The proposed transfer credit must not be more than six years old at the time of completion of the degree program at Clarion University.
6. The student applying for transfer credit must provide:
 - a. A complete description of the intended transfer course(s), usually through a current catalog.
 - b. The syllabus of the course for which they are requesting transfer credit.
 - c. Assurances through a review by the chairperson of the student's major that the proposed course(s) will meet the appropriate need.
 - d. An official transcript for all completed work from the transferring institution directly to the Graduate Studies Office, Clarion University of Pennsylvania, 840 Wood Street, Clarion, PA, 16214.

A Clarion University student contemplating transfer of credits from another institution should complete this form as soon as the needed information is available and obtain prior approval. An official approval guaranteeing transfer credit will be given only when the necessary information has been approved. The Dean of Graduate Studies may deny a student permission to transfer credit when the course is judged to be outdated or inappropriate, or if the proper procedure has not been followed. Under extenuating circumstances, the Dean of Graduate Studies, in consultation with the appropriate department/program chair, may grant exceptions to these printed guidelines.

Clarion University believes transfer credit should be only part of a planned program of study, and that authorization for transfer should be based on this plan and not on student convenience.

If you have further questions, please contact the Graduate Studies Office.

See Form on Reverse Side