



Administrative Use: \_\_\_\_\_  
Plan Code \_\_\_\_\_  
Institution Code \_\_\_\_\_

**Graduate 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.