GEORGETOWN UNIVERSITY
School of Continuing Studies

Office of Academic Affairs & Compliance
School of Continuing Studies
Georgetown University
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Washington, DC 20001
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scsoaac@georgetown.edu

Transfer of Graduate Credit Request Form

Name: _____
Last First Middle

GUID#_____ Program:_____

Phone:_____ Email:_____

Requirements for Transfer of Credit Review

- Official transcripts are required for transfer credit reviews.
- Graduate students can apply graduate level coursework completed at another accredited institution prior to their matriculation in the School of Continuing Studies (SCS).
- Only courses with an earned grade of "B" (3.00) or better can be considered for transfer.
- The requested course(s) must be reviewed and approved by the Associate Dean of the student's program for a corresponding equivalent course offered in the program.
- The 30- and 33-credit graduate degree programs can allow a maximum of 6 total transfer credits. The 42-credit URP degree can allow a maximum of 9 total credits. In some cases, 3 credits may be awarded for a 4-credit course to remain within these limits. Executive MPS programs do not allow transfer credits. For your program guidelines, please reference your student handbook at http://scs.georgetown.edu/academic-affairs/student-handbooks.
- The requested course(s) cannot have been applied previously toward a certificate or degree earned at another academic institution.

Previous Institution	Semester Course Completed	Course Title and Number	Grade Earned in Course	Credits Earned in Course	SCS Equivalent Course (required)

Total Credits to be transferred into current program: _____

_____ _____
Student Signature Date

_____ _____
Program Advisor's Name & Signature Date

_____ _____
Associate Dean of Academic Affairs' Name & Signature Date

For internal use only - Date Received: _____ Date Processed:_____