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.

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<tr>
<th>Previous Institution</th>
<th>Semester Course Completed</th>
<th>Course Title and Number</th>
<th>Grade Earned in Course</th>
<th>Credits Earned in Course</th>
<th>SCS Equivalent Course (required)</th>
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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: _____________