

EDINBORO UNIVERSITY OF PENNSYLVANIA

TRANSFER OF GRADUATE CREDIT-Policy No. A050

Supersedes Policy No. A050, Dated 10/25/89, 6/25/92 and 5/23/95

Recommended for Approval By Robert C. Weber, Interim Provost and Vice President for Academic Affairs

Approved By Foster F. Diebold, President on April 25, 1996

Review Date: As Required

INTENT

The purpose of this policy is to identify standards by which graduate coursework taken at another institution may be considered for inclusion as part of an Edinboro University of Pennsylvania graduate program.

POLICY

1. Transfer credit must be part of a planned program of study. A maximum of 9 semester hours of graduate credit earned at a regionally accredited college or university will be accepted for transfer to a student's graduate program at Edinboro University of Pennsylvania. Students in the Master of Arts degree program in Counseling (Rehabilitation Counseling track), the Master of Arts degree program in Clinical Psychology, or in the Master of Science in Nursing degree program may transfer a maximum of 12 semester hours. Students in the Master of Fine Arts degree program may transfer a maximum of 15 semester hours.
2. Transfer credit may be authorized only if
 - a. grade of "B" or better has been earned;
 - b. the credits were completed within a 5 year time period from the date of the semester or session in which the student earned the first accepted credits of the Master's degree program;
 - c. the approval procedures have been followed; and
 - d. the Graduate Office is provided with an official transcript for the completed credit.
3. If the institution granting the graduate credit has placed limitations on the use of this credit, these same limitations will be placed on transfer credit requests. The Graduate Dean may deny a student permission to transfer credit when the course is judged to be outdated and/or inappropriate, or if the proper procedure has not been followed.

PROCEDURES

1. Students seeking admission to the graduate program who desire acceptance of graduate credit completed at another institution must apply for the transfer of credit when the application for admission to the graduate program is submitted to the Program Office. Copies of the forms needed in requesting acceptance of transfer credit may be obtained from this office. When an applicant is notified of acceptance to the graduate program, he or she will also be informed whether the request for acceptance of transfer credit has approved.
2. Students already admitted to the graduate program at Edinboro University who wish to transfer courses yet to be taken must submit a request for authorization to transfer a course to the Program Head at least four weeks prior to the beginning date of the course. The form needed in requesting acceptance of transfer credit may be obtained from the Graduate Office. Transfer credit will not be permitted unless the Graduate Dean has provided prior written approval for the transfer credit.