



REQUEST FOR TRANSFER OF GRADUATE CREDIT

This form is used to request the transfer of graduate credit earned at another institution toward a graduate degree or certificate at YSU.

Eligibility criteria and limits for transfer of graduate credit:

1. The maximum allowable transfer depends on the total credit hours required by the graduate program:
3 semester hours (4 quarter hours) for programs requiring **12–15** semester hours; **6** semester hours (8 quarter hours) for **16–29** semester hours; **9** semester hours (12 quarter hours) for **30–44** semester hours; **12** semester hours (16 quarter hours) for **45–59** semester hours; **15** semester hours (20 quarter hours) for **60–89** semester hours and **18** semester hours (24 quarter hours) for **90+** semester hours
2. The credit is six years old at the time the degree is conferred at YSU. Doctoral Degree Candidates: All post-master's coursework, including transfer credit, must be taken within the six-year period immediately preceding eligibility for doctoral candidacy. (Exceptions may be granted with Program Director support for Elective courses only.)
3. The grade for the transfer course(s) is "A" or "B".
4. The transfer course replaces a required course or integrates satisfactorily into student's program.

To be completed by the student:

Name

Banner ID

Name of Transfer Institution

Transfer Institution					YSU	
Term/Year	Course(s)	Title	Hours	Grade	Course(s)	Hours

EdD elective course key: Leadership Elective: EDAD 69XLE Teaching and Learning Elective: EDAD 69XTL HHS Elective: EDAD 69XHHS

Signature

Date

To be completed by the Graduate Program Director/Advisor or Department Chair:

I examined the student's record and certify that the courses requested for transfer meet the criteria.

Name

Signature

Date

Please email completed form to gradstudies@ysu.edu

Decision of Graduate Studies

Approved

Not Approved

Signature

Date