



Registrar's Office  
 501 Crescent Street  
 New Haven, CT 06515-1355  
 Tel: (203) 392-5301  
 Fax: (203) 392-7144  
[Registrar@SouthernCT.edu](mailto:Registrar@SouthernCT.edu)

## Transfer Credit Request (For Graduate Students)

Student Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_

New students accepted to a graduate program, or current students, may submit a this form to initiate the transfer credit request process. Current students must submit the request and receive approval prior to enrolling in a transfer course at another institution to ensure transferability.

Students may request up to 9 credits of graduate coursework to transfer into a graduate program between 30-36 credits, or up to 25 percent of the total credits for longer programs, not including prerequisites. Many graduate programs have more restrictive policies. All transfer coursework must meet the following eligibility criteria:

- Graduate-level courses from a regionally accredited institution, or courses from non-regionally accredited institutions licensed to operate in Connecticut and approved by the provost or designee.
- Passing grade of "B" (3.0) or higher; pass/fail courses may not be transferred.
- Courses must have been completed within six years at the time of graduation.
- Courses must be applicable to the student's current program requirements.
- Courses may not have been previously used towards another degree.
- For sixth-year certificates, credits must be earned after the master's degree.

Students must submit an official transcript showing proof of completion of the course(s) to be transferred. Credit hours only, not grades, may be transferred. The grade point average (GPA) is computed for grades earned at Southern only. Transferred courses cannot be revalidated if beyond the six-year limit for inclusion in a graduate program.

### Transfer Courses:

College/University	Course (include title)	SCSU Equivalent *Determined by Dept.

\*If there is no equivalent course at SCSU the transfer course will be brought in as elective credit (ex. CSC 0500).

By my signature below, I understand and agree to comply with the policies stated above.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Chairperson/Graduate Coordinator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please scan the signed form and **email to [Registrar@SouthernCT.edu](mailto:Registrar@SouthernCT.edu) with subject line: Transfer Credit** once approved and signed by the Chairperson/Graduate Coordinator.