

INSTRUCTIONS for form completion

Student is to complete the form then turn it in to the program for signature.

The program sends the form to the Office of Graduate Studies for review and approval.

The Office of Graduate Studies will send the approved form to the Registrar's office.

Section One

Full Student Name

Name of the University the transfer is requested from

The term in which the course(s) were taken

What program/degree the student is requesting the credits transfer to

An ORIGINAL school transcript is required.

Section Two

The Term and Year the course was completed

The Course Name and Number as listed on the transferring University's transcript

The Credit hours assigned to the course

The OHSU Course NAME and NUMBER the transferring course relates to.

Notes

As per the By-Laws:

Only formal coursework credits can be transferred, no research or independent study credits...

Only Courses with satisfactory grades (A or B) will be accepted.

Pass grades from ethics courses maybe accepted with Associate Dean approval on a case by case basis.

Policy directly from the GRADUATE COUNCIL BY-LAWS

ARTICLE VIII

GENERAL SCHOLASTIC REGULATIONS

Section J Credit for Studies at other Institutions.

1. Transfer of Graduate Credits. Graduate credits may be transferred from another accredited institution for use in completing the requirements for the Master's or Ph.D. degrees. The credits must be from formal coursework, not research or independent study. The number of transferable credits shall be determined within the first year following admission to graduate school and shall not exceed 16 hours for the Master's degree and 45 hours for the Ph.D. degree. Only those courses in which the student's performance was satisfactory (A or B grade) will be acceptable for transfer. Transfer coursework applied toward degrees at OHSU is subject to the same time limits as specified for credits earned at OHSU (Section G.3). Transfer of graduate credits from another institution must be approved by the student's Program Director, the Graduate Council, and the Associate Dean for Graduate Studies and the Registrar.