



TRANSFER CREDIT PRE-APPROVAL FORM

STUDY ABROAD GRADUATE STUDENTS

RESPONSIBILITY FOR MEETING GRADUATION REQUIREMENTS RESTS WITH THE STUDENT

AUC ID: _____ Semester: _____ Year: _____

Student Name: _____ Mobile #: _____

AUC Email Address: _____

AUC Graduate Major and Concentration: _____

Name of University you plan to attend: _____

Name of Program which you plan to attend: _____

Session and Year of Study Abroad Program: _____

To be completed by the student				For AUC Academic Program Use				
Course Information at Other University Course Prefix and Number	Course #	Course Title	Hrs	AUC Equivalent Course	Transfer Hours	Core	Elective	Concentration

Please indicate whether the course is considered at AUC towards: Core, Elective or Concentration.

You will receive transfer of credit only for the courses with a minimum final grade of B. (B- and lower grades are not eligible for transfer credit). Grades of "Pass/Fail" or "Credit/No Credit" are not accepted for transfer of credits.

Graduate transfer credits will not be granted for credits earned by examination or for completing required thesis or dissertation credit hours.

Transfer course work is applied as credit (TR) toward the degree and is not included in the calculation of the grade point average.

An official academic transcript in a sealed envelope with the course(s) and grades from the host university need to be submitted to the Registrar's Office for processing any transfer credit request.

Transfer coursework is not automatically approved. Please plan accordingly and understand the minimum grade needed in order to transfer coursework

Student Signature

Date

Approvals:

Graduate Advisor's Printed Name

Graduate Advisor's Signature

Date

Department Chair's Printed Name

Department Chair's Signature

Date

Printed Name of Dean's Representative

School Dean's Signature

Date



Instructions for Transfer Credit for Study Aboard GRADUATE Students

Transfer Credit

Upon the recommendation of the student's program to the school dean in consultation with the Office of the Dean of Graduate Studies and the Office of the University Registrar, a graduate student may receive a number of transfer credits equivalent to up to one-third of the credit hours of graduate course work required for his/her graduate degree. Transfer course work is applied as credit (TR) toward the degree and is not included in the calculation of the grade point average.

Graduate transfer credits will not be granted for credits earned by examination or for completing required thesis or dissertation credit hours.

A graduate degree program may establish lower limits on the number of transfer credits than those of the university. Degree programs establishing lower limits may waive their own policy, but within the university specified limit, by approval of the concerned school dean. Course work credits to be transferred, and taken prior to matriculation to a current AUC degree program, must have been completed within five years of admission to this degree program.

Types of credit allowed to transfer encompass graduate-level course work taken at another institution and meeting the following conditions:

- It has not been previously used to earn another degree or transcribed certificate.
- It is graded graduate level course work from an accredited institution, for which the student has **achieved a grade of "B" or better**.
- It is of relevance to the student's program of study.

Any request for the acceptance of transfer credit towards an AUC degree shall be carefully considered by the program concerned before submitting a recommendation to the school dean for approval.