

GRADUATE TRANSFER OF CREDIT INFORMATION

Instructions:

Submit the application and official transcripts of all courses being considered for acceptance to your departmental advisor.

General Information.

1. Transfer of credit will be considered for graduate work taken only at regionally accredited institutions or at institutions recognized by the Department of Education. Graduate credits earned from an international college or university will be evaluated by the International Affairs Office before being considered for transfer into an ISU degree program.
2. The research requirement must be taken at Indiana State University. Graduate credits appropriate to the degree taken at Indiana State University may be accepted for transfer at the recommendation of the student's department-level curriculum committee.
3. Transfer credits approved at enrollment remain current within the specified time-to-degree completion period (seven years for master's, eight years for education specialist's, and nine years for doctoral degrees).
4. Hours of credit may be transferred, but grades earned in courses taken at other institutions do not transfer.
5. Only graduate courses in which a student has earned a grade of B (or 3.0 on a 4.0 scale) or better may be considered for transfer.
6. Graduate courses taken at another university on a credit/no credit, pass/fail, or satisfactory/unsatisfactory option are not accepted as transferable unless approved by the appropriate academic unit.

Master's Degree Transfer Information.

Master's programs in the College of Graduate and Professional Studies will accept for transfer a maximum of nine credit hours for programs that require less than 40 hours, 12 credit hours for programs that require 40-49 hours, and 15 credit hours for programs that require more than 49 hours.

Student's pursuing a second master's degree are directed to the appropriate department chairperson or program director who may accept up to 30 percent of the minimum hours required from the student's first master's degree program as transfer credit. Hours applied from the previous master's degree need not be less than seven year old; that is "old" courses may be deemed appropriate and applicable.

Educational Specialist's Degree Transfer Information.

A student working toward the educational specialist degree may transfer up to 39 hours of graduate credit either applied to a completed master's degree or to an administrative license or certificate issued by a state department of education.

Doctoral Degree Transfer Information.

No specific rule regulates the number of hours of graduate credit that are transferable from other institutions approved by the appropriate regional accrediting agency to offer graduate work leading to an advanced degree beyond the master's degree. The dissertation and a minimum of 30 credit hours of work, exclusive of the first 32 hours, must be taken in residence on the Terre Haute campus. Graduate work which has been completed previously, will be evaluated by the student's committee to determine what credits are applicable to the student's program. Graduate credits earned more than seven years prior to admission to the program will not count toward fulfilling the minimum credit requirements for the doctoral degree.

Unclassified Student Transfer Information.

A maximum of 12 hours taken as an ISU unclassified student may be transferred to a degree program.

INDIANA STATE UNIVERSITY
GRADUATE TRANSFER OF CREDIT APPROVAL APPLICATION
(Please Type)

NAME: _____
Last First Middle/Maiden

Student ID: _____

Please provide the following information about the course(s) being transferred:

Completed by Student:

Completed by Advisor:

Institution	Semester/Term Taken	Course (Subject/Course Number)	Credit Hours	Grade Earned	ISU Course Equivalence (Subject/Course Number) or notate specific elective requirement	Applicable To all students

I certify that the information provided above is accurate and complete. I further certify that I have read and understand the policies of the College of Graduate and Professional Studies with respect to the transfer of graduate credits.

Student's Signature

Date

REQUIRED APPROVALS:

Departmental Advisor: _____
Name Signature Date

Department Chair/Program Director: _____
Name Signature Date

Dean of the College of Graduate and Professional Studies: _____
Name Signature Date