

**BLOOMSBURG UNIVERSITY**  
 School of Graduate Studies  
**Request for Transfer of Graduate Courses**

**Standards for Transfer Courses**

A Bloomsburg University graduate student applying for candidacy, or a candidate for a degree, wishing to transfer graduate courses from another accredited college/university must complete this form, obtain the advisor's and program coordinator's signature, and return the completed form to the School of Graduate Studies. A maximum of nine semester hours may be transferred. A copy of the course description from the university catalog at which the course was taken must be attached. An official transcript must be forwarded to the School of Graduate Studies upon completion. Approval is required from the student's advisor, program coordinator, and the Assistant Vice President and Dean of Graduate Studies and Research. Transfer credit must have been earned with a grade of at least B, must be capable of counting toward a graduate degree at the sponsoring institution, be appropriate to the Bloomsburg University program, and be completed no more than six years from the expected date of graduation. Pass/fail grades are not accepted.

Graduate study at Bloomsburg University will provide the student with a rigorous program of study that is based on advanced scholarship. Graduate courses are grounded in the current literature of each field of study and provide the student with the opportunity for research, reflection and application of current best practices. Workshop courses are not transferable to a graduate degree program at BU. Although creative scheduling may be appropriate for some courses, the credit/clock formula of fifteen contact hours for each graduate credit and one credit each week must be met. Courses with fewer contact hours or meeting over a shorter period of time cannot be transferred. (Adopted 11/8/96)

Student Name \_\_\_\_\_ 6 digit Student ID # \_\_\_\_\_ When was/will course be taken \_\_\_\_\_

Email: \_\_\_\_\_ # of graduate credits previously transferred \_\_\_\_\_ (no more than nine credits are allowed in transfer from another institution)

Course(s) to be transferred into a:

MS in \_\_\_\_\_ M.Ed in \_\_\_\_\_ MBA \_\_\_\_\_ MSN \_\_\_\_\_ Au.D \_\_\_\_\_ Supervisory/Principal Certification \_\_\_\_\_

Note: Courses transferred into a BU Supervisory Certificate program will not appear on your BU graduate transcript.

| Name of College/University from which course(s) is to be transferred (please request official transcript): | Course # and name: | Credits: | Dates course was/will be taken: |
|--|--------------------|----------|---------------------------------|
| 1. _____   | _____              | _____    | _____                           |
| 2. _____   | _____              | _____    | _____                           |
| 3. _____   | _____              | _____    | _____                           |

(Advisor use only)

| Transfer course # and name: | Equivalent BU course or other acceptable elective: | Credits: |
|-----------------------------|--|----------|
| 1. _____                    | _____  | _____    |
| 2. _____                    | _____  | _____    |
| 3. _____                    | _____  | _____    |

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

1. \_\_\_\_\_ Approved \_\_\_\_\_ Not Approved  
 Exceptions and/or reasons: \_\_\_\_\_ Advisor Signature \_\_\_\_\_ Date \_\_\_\_\_

2. \_\_\_\_\_ Approved \_\_\_\_\_ Not Approved  
 Exceptions and/or reasons: \_\_\_\_\_ Program Coordinator Signature \_\_\_\_\_ Date \_\_\_\_\_

3. \_\_\_\_\_ Approved \_\_\_\_\_ Not Approved  
 Exceptions and/or reasons: \_\_\_\_\_ Asst. VP & Dean of Graduate Studies & Research \_\_\_\_\_ Date \_\_\_\_\_

4. \_\_\_\_\_ Pre Approved Pending "B" or Better