Petition for the Transfer of Graduate Credit To the Master's/Doctoral Degree Program

Student's Name: _____ Phone #: _____
Last First Middle I.

Address: _____ ID #: _____
Number and Street City State Zip

Check your degree program: ☐MA ED ☐MS ED ☐MED ☐MBA ☐MPPA ☐MS PSYCH ☐MSCS ☐ED D ☐PSY D ☐MS-ECON ☐MS-IST

List your emphasis area/professional track: _____

If you are an education student, are you also enrolled in a credential program? ☐ Yes ☐ No
(Note: A separate petition for the transfer of credit for credentials is available from the School of Education.)

Institution	Course No. and Title	*Credit (Quarter or Semester)	Grade	Date	Equivalent CLU Course	FOR OFFICE USE ONLY
						☐ Yes ☐ No #Credit _____ Comments:
						☐ Yes ☐ No #Credit _____ Comments:
						☐ Yes ☐ No #Credit _____ Comments:

STUDENT SIGNATURE: _____ Date: _____

Procedures:

Note: The student signing the petition is responsible for assuring that the following procedures are completed:

1. For the consideration of transfer credit to a CLU master's/doctoral degree program, this completed form must be signed by the student, the student's program director, the dean for the program of study and the registrar.
2. Student should submit form to proper academic office: School of Education, Graduate Psychology, Graduate School of Management or MPPA.
3. Official transcripts from the institution granting credit must be on file at CLU before consideration will be given to the petition.
4. When all supporting documents have been received, the petition will be reviewed by the appropriate faculty and administrators.
5. The Office of the Registrar will complete the final analysis and record transfer credit on the student's permanent record.
6. A signed copy will be sent to the student to show disposition.

Policies for transfer of credit as stated in the Graduate Catalog:

- Only credit earned from regionally accredited colleges or universities will be considered.
- No more than six credits of course work taken within the last seven years may be transferred; nine units may be transferred if the student has completed a previous master's degree.
- Courses of transfer must be graded "B" or better.
- Transfer work must be graduate level and equivalent to CLU courses. (If there is a question about the level of credit, it is the student's responsibility to obtain a written statement from the institution granting the credit to verify that the credit would be acceptable toward a master's/doctoral degree at that institution.)

FOR OFFICE USE:

Approved: ☐ Yes ☐ No Program Director: _____ Date: _____ (Forward to Dean)

Approved: ☐ Yes ☐ No Program Dean: _____ Date: _____ (Forward to Registrar)

Approved: ☐ Yes ☐ No Registrar: _____ Date: _____ (Distribute Copies)

Additional comments: _____

White – Registrar's Office (Official Record)

Yellow – Student Advising File (Distributed after Registrar's signature)

Pink – Student Notification Copy (Mailed after Registrar's signature)