

REQUEST FOR TRANSFER CREDITS

Students who wish to petition for a transfer of credits must submit their request upon admission into the Alfred Adler Graduate School. A maximum of twelve (12) quarter credits may be considered for transfer. Courses eligible for transfer consideration must meet the following criteria:

- credits must have been earned within seven years prior to anticipated AAGS graduation
- course must have been taken for graduate credit at an accredited institution and not used for any other graduate or undergraduate degree
- course must have been graded with a letter grade
- course must be relevant to AAGS program

Please include the following information with this request:

- Course description from the catalog of the year the course was taken; or a copy of the course syllabus.

Name _____ Date _____

Master's Program

Diploma Program

Transfer Request Data:

Original Course Number and Title _____

Month/Year Completed _____ Credits Earned _____ Quarter Semester

Name of Institution Attended _____ Grade _____

Official Use Only

Approved

Not Approved

Description received

Transcript received

Syllabus received

AAGS course equivalent number & title _____

If no course equivalent, list program area to apply credits to _____

Credits approved _____ Signature _____ Date _____

Student notified, Documented on transcript, and a copy of approval in Student's File

Registrar's Signature _____ Date _____