

Effective: October 1997

**Academic Policy: Graduate Studies
TRANSFER OF CREDIT**

Approved: October 1997
Revised: November 1, 2006, Deans' Council
September 19, 2006, Faculty Senate
Prior Revision: September 13, 2006

Transfer of Credit for Credits Completed Prior to Admission to the University

Students must request approval from their department and the Dean of Graduate Studies and Research for the transfer of graduate credit completed at a four-year regionally accredited institution prior to admission at Millersville University. Forms for the approval of transfer credits are available in the Office of Graduate Studies and Research and on the graduate studies web page. The student must arrange for this office to receive official transcripts directly from the institution at which the graduate work was taken. Transfer credit may amount to a maximum of nine (9) credit hours from other accredited institutions, subject to completion of the residency requirement, and is subject to the time limit for the completion of all degree requirements. Except in the most extenuating circumstances, no transfer credit will be allowed for work completed more than five (5) years prior to admission to Millersville University.

All work recommended by the department for transfer of credit must be taken in a regular program of studies offered by an accredited institution on its main campus, at an established center, or by the institution's distance learning education program. Grades of B or better (or documented equivalency) must be achieved in these courses. (Documented equivalency is confirmed with the originating institution by the graduate coordinator of the program of the degree-seeking graduate student.) Requested transfer course grades must come from an accredited graduate program, some of which only give grades of P/F; these exceptions to the transfer of credit policy can only be requested in writing by the graduate coordinator of the student's program. Extension work and courses offered in a non-academic institutional setting are not considered appropriate for transfer.

Transfer of Credit Following Admission to a Degree Program

Following acceptance into a graduate degree program, students desiring to pursue graduate work at another institution for transfer purposes must receive the prior recommendation of their adviser or graduate coordinator and the prior approval of the Dean of Graduate Studies and Research. Approval forms are available in the Office of Graduate Studies and Research and on the graduate studies web page.