

REQUEST FOR TRANSFER CREDITS

Students who wish to petition for a transfer of credits must submit their request upon admission into the Adler Graduate School. A maximum of 15 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 AGS admission
- 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 of B or Higher
- course must be relevant to AGS program

Please include the following information with this request:

- Official transcript, if it was not included in your Admissions materials
- Course syllabus

Name _____ Date _____

Transfer Request Data:

Course Number and Name _____

Month/Year Completed _____ Credits Earned _____ Quarter Semester

Name of Institution _____ Grade _____

(To be completed by Adler officials)

Equivalent Adler Course Number and Name _____ Date of Request _____

Transcript received Syllabus received Transfer Credits Approved Transfer Credits Not Approved

Number of Credits Approved _____ Program Director Signature _____ Date _____

Transcript updated Registrar Signature _____ Date _____

Student Notified Copy of Approval in Student File

Person Reviewing the Transcript: _____ Date _____