



REQUEST FOR GRADUATE TRANSFER OF CREDIT
Doctorate in School Improvement

Part 1 - To be completed by the student (An official transcript should accompany this form)

Student ID Number \_\_\_\_\_ Cohort: \_\_\_\_\_
Name: \_\_\_\_\_
Address: \_\_\_\_\_
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_
Phone Number: \_\_\_\_\_ E-Mail: \_\_\_\_\_ Date: \_\_\_\_\_
Degree: Ed.D. \_\_\_\_\_ Major: \_\_\_\_\_

Part 2 - To be completed by the student and Advisor

Table with 4 columns: Course Number & Title, Number of Hours\*, Transfer Institution & Term (Where course was taken), To be Included in Program of Study

\*In the Ed.D. Degree program in School Improvement, a maximum of 12 semester credit hours of graduate credit may be transferred from another accredited institution, subject to the following conditions:

- (1) Work must have been completed within seven years of the date of admission to the Ed.D degree program
(2) Work must have been applicable toward a graduate degree at the institution where the credit was earned
(3) Work offered for transfer must have the approval of the Ed.D director, and the College Director of Graduate Studies
(4) Courses to be transferred must have been taken post Master's Degree
(5) A grade of B or higher must have been earned in the course

Part 3 - To be completed by the department

Ed.D Director \_\_\_\_\_ Date Approved by Ed.D Director \_\_\_\_\_
Director of Graduate Studies \_\_\_\_\_ Date Approved by Director of Graduate Studies \_\_\_\_\_