

All graduate students who want to transfer graduate credit from another institution to NKU must follow the guidelines listed below:

• **General guidelines:**

- ▶ An official transcript must be received prior to consideration of the transfer request. The transcript must clearly show that the course work to be transferred was taken for graduate credit.
- ▶ Only credits earned from a regionally accredited institution may be transferred.
- ▶ Only courses in which a B or better was earned may be transferred.
- ▶ The grades in these courses will not be factored into your NKU GPA unless the courses were taken as part of the Greater Cincinnati Consortium of Colleges and Universities.
- ▶ **The transferred work can be no older than six years at the time of your graduation.**
- ▶ Documentation of course information must be submitted with request for transfer. This documentation can include a course syllabus or catalog description.
- ▶ NKU is on the semester system. Courses taken in a different system (such as quarter) will not be transferred hour for hour. One quarter hour is equal to .66 of a semester hour.

• **For transfer courses taken prior to matriculation into Northern Kentucky University:**

- ▶ You should submit your request to transfer course work to your program director within the first semester you are enrolled in the program. Doing this will ensure that you will know the status of your transfer work early in your career. Waiting to submit your course work until you are close to graduation could result in a postponement of your graduation if the courses are not approved.

• **For transfer courses taken after matriculation into your NKU graduate program:**

- ▶ Do not take a course for transfer without first getting written permission from your program director. As soon as the course grade has been entered, have an official copy of that transcript sent to the Office of Graduate Programs and to your program director.
- ▶ Submit the Transfer Credit Authorization form as soon as possible to ensure a timely decision.

Before your request for a course to be transferred can be processed, you must sign below to verify that you have read the information above.

Student's Name

Date

After completing both sides of this form, please give it to your program director for signature.
The program director will send the form to:

The Office of Graduate Programs
Lucas Administrative Center 302
Northern Kentucky University
Nunn Drive
Highland Heights, KY 41099

Please complete form on other side

Office of Graduate Programs

Transfer Credit Authorization Form

[Side 2]

Please print or type

Name _____ SSN _____

Notification Address _____
 City _____ State _____ ZIP _____

Phone (_____) _____ E-mail _____

Program of Study _____

To be completed by Student:

Transfer course (ex: PSI 605-001)	University where course was taken	Semester/Year taken	Credits (Check a box) <input type="checkbox"/> Semester <input type="checkbox"/> Quarter	Grade

To be completed by Program Director:

Transfer course (ex: PSI 605-001)	Elective or substitution (If substitution, list NKU course)	Documentation Used for Determination	Recommended/Denied

Please use a separate form if more than two courses are being requested for transfer.

Signature of Student _____ Date _____

Signature of Program Director _____ Date _____

To be completed by Office of Graduate Programs	Student's current catalog of record _____
Course Number and Section _____	Documentation attached? <input type="checkbox"/> Yes <input type="checkbox"/> No
Is the university regionally accredited? <input type="checkbox"/> Yes <input type="checkbox"/> No	Course approved _____
Has official transcript been received? <input type="checkbox"/> Yes <input type="checkbox"/> No	Course denied _____
Was course taken as a graduate course? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Hours to be transferred in _____	Last semester/year course may be used toward graduation _____
Course Number and Section _____	Documentation attached? <input type="checkbox"/> Yes <input type="checkbox"/> No
Is the university regionally accredited? <input type="checkbox"/> Yes <input type="checkbox"/> No	Course approved _____
Has official transcript been received? <input type="checkbox"/> Yes <input type="checkbox"/> No	Course denied _____
Was course taken as a graduate course? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Hours to be transferred in _____	Last semester/year course may be used toward graduation _____
Signature of Director of Graduate Programs _____ Date _____	

Distribution:

- Office of the Registrar
- Student
- Program director

SIGNATURE OF STUDENT ON SIDE 1 IS REQUIRED BEFORE FORM WILL BE PROCESSED