To request a transfer of credit(s) from another college or university send an official transcript showing the course(s) to the Chairperson of your division. Separate applications should be filed for transfers from different institutions. No more than 6 credits total may be transferred into a degree program. Courses counted toward the award of another degree may not be transferred.¹

Complete this form and submit it to your advisor for consideration.

__________________________________________________
(Last Name) (First Name) (FIN)

__________________________________________________
(Division; Degree Program) (Expected date of graduation)

Transfer___________ credits from ____________________________
(College/university)

<table>
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<tr>
<th>Course No.</th>
<th>Title</th>
<th>Credits</th>
<th>Grade</th>
<th>Date Completed</th>
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Specific course requirements or area of studies to which credits will be applied:

____________________________________________________________________________________
____________________________________________________________________________________

_____Approved  _____Denied*        Advisor  Date

_____Approved  _____Denied*        Chairperson  Date

_____Approved  _____Denied*        Associate Dean for Academic Affairs  Date

*Reason request denied: ______________________________________________________________

REGISTRAR: PLEASE NOTE THIS ON STUDENT’S OFFICIAL RECORD

¹ Students may request a transfer of credit for a course completed at another accredited institution provided the course is at the graduate level and its content equivalent to course content required/permits for the degree at Fordham…. [The course] must have been taken within the five years prior to the date of anticipated completion of the degree in-progress at Fordham…. If transfer credit is granted for a course taken prior to admission to Fordham, the time limit for program completion is computed from the semester of the transferred course.

Source: Graduate School of Education Bulletin
See p. 22 in the Bulletin for additional details.

Updated February 1, 2013