

## Graduate Transfer Credit

In some cases, graduate transfer credit can be awarded to accepted or conditionally accepted graduate students. The below procedure to petition the transfer of graduate level credits from another college/university to the University of Hartford **must be completed by the end of your first matriculated semester; any forms submitted after the deadline may result in denied transfer credit.** Failure to obtain approval may result in not receiving transfer credit.

For a full list of transfer credit policies please refer to the last page of this document.

### Directions:

- 1) Complete the attached “Graduate Transfer Credit Form” form. List all the courses which are being considered (print additional forms as needed).
- 2) Obtain the course description from the institution where your course(s) was completed. This generally is available on the institution’s website and can be pasted into the Graduate Transfer Credit Form. A course syllabus can be attached instead of a course description.
- 3) Email the completed form and applicable syllabi to [gradstudy@hartford.edu](mailto:gradstudy@hartford.edu)
- 4) 2-4 weeks after submission, check your Self-Service Center to see if your credits were awarded.
- 5) If you have any questions about the status of your transfer credits please email your Program Manager/Director.

Questions about the above procedure can be emailed to [gradstudy@hartford.edu](mailto:gradstudy@hartford.edu). **Please keep in mind the graduate transfer credit process can take up to 4 business weeks and requires approval by your Program Manager.**

Note: You must be an accepted and/or deposited student to access the Self-Service Center. For those students not yet accepted who are inquiring about transfer credits, please email your Program Manager/Director.

### Tips to access your transfer credits in Self-Service:

1. Sign into Self-Service Center
2. Select Student Main Menu
3. Click on Student Academic Records
4. Select Unofficial Academic Transcripts
5. In the first drop down choose Graduate and in the second, choose Student Transcripts (unofficial)
6. You can scroll through your entire transcript and see your transfer credits.

# Graduate Transfer Credit Form

## STUDENT

Name \_\_\_\_\_

Program \_\_\_\_\_

Email \_\_\_\_\_

## See Last Page for Details

College: \_\_\_\_\_ Date: \_\_\_\_\_

ID #: \_\_\_\_\_

Accepted \_\_\_\_\_

Deposited \_\_\_\_\_ Conditional \_\_\_\_\_

### The work was completed at:

*Institution* \_\_\_\_\_ *Semester/Year* \_\_\_\_\_

<u>Course/Subject</u>	<u>Title</u>	<u>Semester Hours</u>	<u>Grade</u>
<u>Paste Course Description Here:</u>			
<u>Program Manager approves course to substitute as:</u>			

*Institution* \_\_\_\_\_ *Semester/Year* \_\_\_\_\_

<u>Course/Subject</u>	<u>Title</u>	<u>Semester Hours</u>	<u>Grade</u>
<u>Paste Course Description Here:</u>			
<u>Program Manager approves course to substitute as:</u>			

*Institution* \_\_\_\_\_ *Semester/Year* \_\_\_\_\_

<u>Course/Subject</u>	<u>Title</u>	<u>Semester Hours</u>	<u>Grade</u>
<u>Paste Course Description Here:</u>			
<u>Program Manager approves course to substitute as:</u>			

**Total Transfer credits** \_\_\_\_\_

Approved by Program: \_\_\_\_\_

Approved by Evaluator: \_\_\_\_\_

Date Approved: \_\_\_\_\_

Date sent to Registrar: \_\_\_\_\_

# Program Specific Graduate Transfer Credit Policies

<u>College/School</u>	<u>Programs</u>	<u>Program Manager</u>	<u>Transfer Policy</u>
<b>Hartford Art School (HAS)</b>	Illustration Photography Interdisciplinary		<ul style="list-style-type: none"> <li>No transfer credits are accepted at this time.</li> </ul>
<b>Arts and Sciences (A&amp;S)</b>	Communication Organizational Psych (on campus) Organizational Psych (online) School Psychology Neuroscience Doctor of Psychology (Psy.D.)	<a href="#">Kristin Comeforo</a> <a href="#">Olga Sharp</a> <a href="#">Noelle Scuderi</a> <a href="#">Natalie Politikos</a> <a href="#">Paola Sacchetti</a> <a href="#">John Mehm</a>	<ul style="list-style-type: none"> <li>Max. 9 credits*</li> </ul>
<b>Barney School of Business</b>	Taxation and Accounting (MSAT) Business Administration (MBA) CIGNA MBA Business Analytics Management (MSM)	<a href="#">Laura Dangelogohn</a> <a href="#">Laura Dangelogohn</a> <a href="#">Dawn Zumbroski</a> <a href="#">Dawn Zumbroski</a> <a href="#">Laura Dangelogohn</a>	<ul style="list-style-type: none"> <li>Max. 6 credits MBA only* <a href="#">MBA policy</a></li> <li>Additional course waivers may be awarded, contact program manager for details.</li> <li><b>Transfer credits are not accepted at this time for MSAT, Cigna MBA, MSBA, or MSM.</b></li> </ul>
<b>Education, Nursing, and Health Professions (ENHP)</b>	Nursing (MSN) Physical Therapy Prosthetics & Orthotics Doctor of Education (Ed.D.) Master of Education	<a href="#">Karen Duhamel</a> <a href="#">Kristamarie Pratt</a> <a href="#">Jen Lodovico-Gorack</a> <a href="#">Sheetal Sood</a> <a href="#">Sheetal Sood</a>	<ul style="list-style-type: none"> <li>Max. 6 credits with the exception of the Ed.D.*</li> <li>Max. 3 credits for MSN with Nurse Educator focus</li> <li>***tMSPO students, may transfer up to 8 credits</li> </ul>
<b>Engineering, Technology &amp; Architecture (CETA)</b>	Architecture Engineering E2M	<a href="#">Laurie Granstrand</a>	<ul style="list-style-type: none"> <li>Max. 6 credits*</li> <li>Restrictions on Online and Independent study courses.</li> </ul>
<b>Hartt</b>	Master of Music Music Education Doctor of Musical Arts	<a href="#">Lynn Wronker</a> <a href="#">Warren Haston</a> <a href="#">Lynn Wronker</a>	<ul style="list-style-type: none"> <li>6 credits can be transferred at the Masters level, up to 12 credits for the Doctoral level. 9 credits for a minor.*</li> </ul>

\*Typically added as subject electives

## University Graduate Credit Guidelines

Graduate transfer credits may be awarded for courses taken at regionally and programmatically accredited institutions. Official transcripts will need to be sent directly to Graduate Admission at [gradstudy@hartford.edu](mailto:gradstudy@hartford.edu) at the time of application submission. All graduate transfer credit petitions are reviewed on a case-by-case basis at the discretion of the Graduate Program Manager/Director, and/or designee.

Students receive credit awards for courses that are relevant to the program of study. They may be applied only toward elective credits required by the program.

- Advanced graduate credit does not affect a student's grade point average
- There is no additional cost from the program associated with receiving an advanced graduate credit award
- Graduate Transfer Credit generally can be awarded if the credits:**
  - Consist of work taken at the graduate or doctoral level for graduate or doctoral credit
  - Have been earned at an accredited institution
  - Carry a grade of 3.0 (B) or better on a 4.0 scale

Credit not **typically** applicable includes:

- Pass/Fail courses
- Military credit
- Professional and/or Certification courses
- Courses older than 7 years