

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
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. Please email gradstudy@hartford.edu with questions regarding Program Manager/Director contact information.

Questions about the above procedure can be emailed to 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 Director.**

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. Click Open Student Dashboard on the Student and Financial Aid Self-Service card.
3. Click Unofficial Academic Transcript.
4. In the first drop down choose Graduate and in the second, choose Student Transcripts (unofficial)
5. 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>Transfer Policy</u>
Hartford Art School (HAS)	Illustration, MFA Photography, MFA	<ul style="list-style-type: none"> No transfer credits are accepted at this time.
Arts and Sciences (A&S)	Integrated Communication, MA Organizational Psychology, MS School Psychology, MS Clinical Psychology, PsyD*	<ul style="list-style-type: none"> Max. 6 credits with the exception of Clinical Psychology, PsyD*.
Barney School of Business	Accounting and Taxation, MSAT Business Administration, MBA CIGNA MBA Business Analytics, MSBA	<ul style="list-style-type: none"> Max. 6 credits MBA only* MBA policy. Additional course waivers may be awarded at the discretion of the Program Manager. Transfer credits are not accepted at this time for MSAT, Cigna MBA, or MSBA.
Education, Nursing, and Health Professions (ENHP)	Doctor of Nursing Practice, DNP Nursing, MSN Occupational Therapy, MSOT Physical Therapy, DPT Prosthetics & Orthotics, MSPO Educational Leadership, EdD* Early Childhood Education, MEd Elementary Education, MEd Montessori Education, MEd Special Education, MEd	<ul style="list-style-type: none"> Max. 6 credits with the exception of the EdD* Max. 3 credits for MSN
Engineering, Technology & Architecture (CETA)	Architecture, MArch Computer Science, MS Engineering, MS, MEng	<ul style="list-style-type: none"> Max. 6 credits Restrictions on Online and Independent study courses.
Hartt	Doctor of Musical Arts Music Education Master of Music	<ul style="list-style-type: none"> 6 credits can be transferred at the masters level, up to 12 credits for the doctoral level, and 9 credits for a minor.

*Typically added as subject electives

University Graduate Credit Guidelines

Graduate transfer credits may be awarded for courses taken at an accredited institution recognized by the U.S. Department of Education. Official transcripts will need to be sent directly to Graduate Admission at 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 recognized by the U.S. Department of Education
 - 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