

REQUEST FOR TRANSFER OF GRADUATE CREDIT

College of Information Science and Technology

Office of Student Services

Instructions: Complete this form and submit it, along with all required materials, **directly to your advisor** for processing. Please note the policies for transfer of graduate credit, which are explained at the bottom of this page.

Student Name:		University ID:
E-mail address:	Degree:	Institution in which the course(s) were/ will be taken:

Courses to be transferred:		Credit Hours	IST Equivalent		Office Use Only
Course #	Course Title		Course #	Course Title*	
					<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved
					<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved
					<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved

*List 'elective' if applying for non-core/concentration equivalents

OFFICE USE ONLY

Associate Dean:	Date:	Date posted to student's record:
-----------------	-------	----------------------------------

POLICIES FOR GRADUATE TRANSFER CREDIT EARNED AT ANOTHER INSTITUTION OR AT A DREXEL COLLEGE OUTSIDE OF IST:

- A minimum of 12 INFO courses must be successfully completed to earn your MS or MSIS degree.
- A minimum of 12 Drexel courses must be successfully completed to earn your MSSE degree.
- Transfer course completion date must not be more than 5 years from the time of transfer request.
- Grade must be "B" or better to be acceptable for transfer.
- No more than 3 courses can be transferred in to a degree program; this includes any credits awarded from work experience.
- Courses can only be transferred from an accredited graduate degree program.
- Credits, but not quality points, will transfer.
- A course description and syllabus for each course must be included with this approval form.
- Once the course(s) has been completed, an official transcript that indicates the course was passed with "B" or better must be mailed directly to the *iSchool* at Drexel, 3141 Chestnut St., Drexel University, Philadelphia, PA 19104, ATTN: Your Advisor.
- A 3 credit course taken at an institution following a semester schedule will be transferred in as a 3 credit course at Drexel University, regardless of the difference between the length of semesters or terms.
- Generally, transfer courses will reduce the number of free electives needed in the program.

PROCEDURE FOR TRANSFER OF GRADUATE CREDIT EARNED AT ANOTHER INSTITUTION:

- Approval of transfer credit is at the discretion of the Associate Dean.
- This form can be used for pre-approval of transfer credits or to request credits after a course has been taken. Courses that have already been taken and were not pre-approved may require additional information and/or justification.