

Application to Transfer Academic Credit

The following criteria must be satisfied in order for transfer of credit application to be considered:

- Submit the completed transfer of credit application to the program chair and include the following:
 - Course syllabi or copy of course catalog with course description.
 - Official transcript documenting successful completion of transfer course(s).
- Course is a graduate level course from a regionally accredited university in the United States.
- Course clearly meets the defined goals and objectives of a specific course being offered by ATSU.
- Student earned a minimum of a **B** in the course.
- Course was taken no more than 7 years prior to the transfer of credit application completion date (unless otherwise stated in an institutional agreement).
- The transferring course must be equivalent to or greater than the amount of credit assigned to the specified ATSU course.
- No more than 45% of the program's total credits can be accepted as transfer credit (unless otherwise stated in an institutional agreement).
- Credits earned that resulted in a degree cannot be transferred.

The appropriate ATSU program chair will review the application and make a determination within 30 days of receiving the completed application packet. Once a decision is made by the program chair, the application and all accompanying materials will be forwarded to Enrollment Services for final review. Once signed and approved by Enrollment Services, the transfer credit will be processed.

Student Name & ID#: _____ Program: _____

Student signature: _____ Date: _____

| TRANSFER CREDIT IS REQUESTED FOR THE FOLLOWING COURSE(S) (Number and Title) | EQUIVALENT ATSU COURSE (Please list number and title) | SEMESTER & YEAR COMPLETED | UNIVERSITY WHERE COURSE WAS COMPLETED | Approved or Denied |
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Please return this completed application and required documents to your program chair.

Official Use Only:

Program Chair Signature: _____ Date: _____

Enrollment Services Signature: _____ Date: _____