



Section One: Student Information

Name _____ Student I.D.# _____ - _____ - _____

Day Phone (_____) _____ - _____ Date ____/____/____

Current Address _____
Street or Campus Box # City State Zip Code

Degree Program* _____
**Transfer credit is only applicable to the masters and doctoral programs. Credential students do not receive transfer credit, and any questions should be directed to the appropriate academic department.*

Section Two: Transfer Course Request

***Education Students**:* Any courses accepted for transfer credit are applied toward elective credit within your graduate program only. If you want to replace a required course in your program with a course taken at another institution, a waiver form must be filed in your appropriate academic department.

<u>Course #</u>	<u>Course</u>	<u>Term</u>	<u>Units</u>	<u>Grade</u>	<u>Institution</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Section Three: Department Endorsement

_____, _____
Chair or Director of Department Department

Comments (if any) _____

You will receive a Transfer Credit Evaluation in the mail once the Graduate Registrar's Office has taken action on your request.

Azusa Pacific University Guidelines on Graduate Transfer Credit

In order to transfer credit into an APU graduate degree program, the class must meet the following criteria:

1. It must be taken at a regionally accredited institution.
2. A grade of "B" or better is required. (Neither "Pass" in a pass/fail, "Credit" in a credit/no-credit course, nor a B- is acceptable for transfer credit.)
3. The course must not be professional development or extension course work.
4. It must be applicable to a graduate degree program at the institution where it was taken. (Credential coursework MAY count **IF** the school where it was taken accepts that course toward a master's degree program at their school.)
5. It must be completed after the posting of the Bachelor's degree.
6. It must be no more than 8 years old at the time of acceptance into the program and the start of the student's first term of classes. (More recent work may be required in some programs.)

A maximum of 6 units of the work towards a Master's degree for the School of Education can be transferred from another university. In all cases, at least 30 units of coursework must be taken at APU. At least 2/3 of a second Master's degree must be additional new work done at APU.

APU is on a semester unit system. Quarter units may be transferred in at the rate of two semester units for three quarter units. Fractional semester units will be listed as fractions on the student's official transcript.

Student should not assume that transfer credit has been approved until they receive written notification directly from the Office of the Graduate Registrar.

Transfer Credit Request Forms are available in the Graduate Center, downloaded at www.apu.edu/graduatecenter, Grad Center Mail Processing, Graduate Center Public Folder, or any Regional Center.

If you have questions about your eligibility for transfer credit, please call the Graduate Center at (626) 815-4570.