YOUNGSTOWN STATE UNIVERSITY
College of Graduate Studies

Request for Transfer of Graduate Credit

(Only for students actively pursuing a graduate degree at Youngstown State University)

Student's Name _____

Banner Y Number _____

Mailing Address _____

_____

Email Address _____

I examined the student's record and certify that the courses requested for transfer meet the following regulations as specified by the College of Graduate Studies:

1. The following guidelines indicate the maximum credit hours of graduate work completed at other accredited institutions that may be applied toward a graduate certificate or degree at YSU, provided the student earned a grade of A or B in such courses:
   - Up to 3 semester hours (4 quarter hours) for programs requiring 12-15 semester hours
   - Up to 6 semester hours (8 quarter hours) for programs requiring 16-29 semester hours
   - Up to 9 semester hours (12 quarter hours) for programs requiring 30 – 44 semester hours
   - Up to 12 semester hours (16 quarter hours) for programs requiring 45-59 semester hours
   - Up to 15 semester hours (20 quarter hours) for programs requiring 60-89 semester hours
   - Up to 18 semester hours (24 quarter hours) for programs requiring 90 or more semester hours
2. The credit must be less than six years old at the time the degree is conferred at YSU. Doctoral Degree Candidates: All post-master's coursework, including transfer credit, must be taken within the six-year period immediately preceding eligibility for doctoral candidacy.
3. The grade for the course(s) is "A" or "B".
4. Each transfer course either
   a) Replaces a required course of the program; or
   b) Is not a replacement, but integrates satisfactorily into student's program.

Name of Institution _____
(attach official transcript)

Transfer Institution					YSU Course Replaced	
Term/Yr	Department	Course#	Grade	Hours	Course Replaced	Sem Hrs

Records
Advisor
Student
File

_____
Signature, Advisor or Department Chair Date

_____
Approval of College of Graduate Studies Date