



# Transfer of Credit Policy – Chicago Campus

***Please read the information below before submitting requests for transfer credit.***

Students accepted for admission may be granted transfer credit for graduate level courses previously taken at another accredited institution. A maximum of twelve (12) credit hours may be transferred into an master's program; a maximum of twenty-four (24) may be transferred into Adler University doctoral programs. Please reference the current schedule of fees and tuition at <https://www.adler.edu/page/campuses/chicago/financial-aid/cost-of-attendance/tuition-and-fees> or the University's catalog at <https://www.adler.edu/page/campuses/chicago/student-services/catalog-handbook> for transfer credit fee information.

## **Eligibility**

Students accepted for admission may be granted transfer credit for graduate level courses previously taken at another accredited institution. Upon enrollment into a degree program, a review of the unique academic history will occur and a determination will be made at the discretion of the University. Requesting transfer credit is an extensive process that involves a review of previous academic work, including syllabi and grades earned. It is Adler University policy that transfer credit must be requested with all supporting documentation received by the end of the second semester of enrollment.

## **Transfer of credit is subject to the following conditions:**

- Transferred course credit is restricted to graduate-level courses from a recognized and regionally accredited degree granting institution.
- Completed course matches 80% of the content of the course requirement.
- Number of credits earned for the completed course matches or exceeds number of credit hours for the requested course.
- Transfer of credit is not granted for practicum, externship, or internship.
- Transfer of credit is granted only for courses in which the grade earned was a "B" or higher. Pass/Fail or Credit/No Credit courses are ineligible.
- No credit will be transferred for coursework that is more than five years old.

## **Processing Fee & Processing Time**

A Transfer Credit Processing Fee is assessed for each course evaluated for transfer credit eligibility (whether approved or denied). Your requests for transfer credit are reviewed by your Advisor and/or Program Director/Chair. The review time for this request requires approximately 30 business days. If the Transfer Credit Request is approved, the Office of the Registrar will update the student's academic record within thirty (30) business days of receipt from the Advisor or Program Director/Chair. The student copy of the approval or denial will be e-mailed to the student's Adler e-mail account.

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***IMPORTANT – Please follow the directions outlined below. Students who circumvent the process and students who submit incomplete documentation will have their packets returned. The Office of the Registrar is not responsible for documentation submitted outside of the directions listed below.***

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## **DIRECTIONS:**

1. Please complete **Section I** on the attached form and return it to the Office of the Registrar (15th floor) with the following documents: (1) Official or Unofficial Transcript (2) Course Syllabus (3) Payment (for *EACH* evaluated course). If paying by credit card, please see the Credit Card Authorization Form (located on the Registrar page on Adler Connect). If paying by check, please make check out to Adler University.
2. The Office of the Registrar will not accept your request unless Section I is complete and all required documents are included together. Please note the required documents mentioned above will not be returned, so please do not submit originals and make copies for your records.



# Transfer of Credit Request

Please complete Section I of this form and return it to the Office of the Registrar with a copy of your official/unofficial transcript, course syllabus, and payment. Your request will not be accepted by the Office of the Registrar unless Section I is complete and all required documents are included together. It is important for you to know that these documents will not be returned, so please do not submit originals and make copies for your records. The transfer credit evaluation fee for each course (whether approved or denied). This form needs to be completed for each course you wish to have assessed.

## Section I: To Be Completed by the Student (PLEASE PRINT)

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Date: \_\_\_\_\_

Last 4 of SSN/Student ID: \_\_\_\_\_ Advisor: \_\_\_\_\_

Degree Sought:  M.A.  Doctoral Program: \_\_\_\_\_ Entry Year: \_\_\_\_\_

Requesting Transfer of (Adler course title): \_\_\_\_\_ Course Number: \_\_\_\_\_

Title of Course Taken at Other Institution: \_\_\_\_\_ Course Number: \_\_\_\_\_

Institution at Which Course was Taken: \_\_\_\_\_

Year Taken: \_\_\_\_\_ Course Start Date: \_\_\_\_\_ Course End Date: \_\_\_\_\_

Course Level:  Master  Doctoral Units:  Semester  Trimester  Quarter

If enrolled in the PsyD program, does the instructor who taught this course have a doctoral degree?:

YES (if 'YES' syllabi needs to indicate such)  NO (if "NO" the course is not eligible for transfer credit)

Grade Received: \_\_\_\_\_ Number of Credits Earned: \_\_\_\_\_ Method of Payment:  Credit Card  Check

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

By signing this document, I understand that I am requesting to transfer credits from another accredited institution to Adler University. In addition, I have read and understand the university's Transfer Credit Policy. I also understand that I am responsible for the Transfer Credit Processing Fee (see Tuition and Fee Schedule) for each course evaluated for transfer credit eligibility. I further understand that I will be charged this fee regardless of being approved or denied by the Faculty Reviewers below.

## Section II: Faculty Advisor Recommendation Review

APPROVED  DENIED Date Received: \_\_\_\_\_

Faculty Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

## Section III: Program Director Final Review — *Please return directly to the Registrar's Office (please do not put in mailbox)*

APPROVED  DENIED Date Received: \_\_\_\_\_

Faculty Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

### OFFICE OF THE REGISTRAR USE ONLY

Date Received/Initials:	Date to Adv or PD/Initials:	Date Back from PD or Adv/Initials:	Date Processed/Initials:	Date Notified/Initials:
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