



Request to Transfer Credit to Richmont Graduate University

Students with coursework from another accredited graduate institution may request to transfer credit to Richmont. The number of credit hours and the specific courses that may be transferred are limited to protect the student's best interest as well as the integrity of Richmont's programs.

Transferred credit will only be recorded for current Richmont students. Prospective students may complete this packet and receive a preliminary review of the credit that may be formally accepted when they begin the program. Current Richmont students who desire to enroll in a class at another institution and transfer it back to Richmont are encouraged to complete this packet beforehand to receive a preliminary review of the credit contingent upon receipt of an official transcript demonstrating receipt of a proper grade.

The courses under consideration for transfer must have been taken at the graduate level from another institution or university accredited by the regional agency recognized by CHEA for their location. If the program was comparable in mission, content, and focus, a maximum of one-third of the total hours required for the respective Richmont graduate degree may be allowable as transfer credits.

Credits to be transferred may not have been earned more than seven years prior to the enrollment date of the student at Richmont. If the student discontinues studies at Richmont for more than one semester, the eligibility of the credits may need to be re-evaluated. Quarter hours earned will be converted to semester hours for the purposes of recording on the transcript. The credit hours recorded on the transcript will be the credit hours earned at the other institution or the amount earned at Richmont, whichever is less. Students must earn a B grade in any course that is to be evaluated for transfer; however, a pass (P) grade will be recorded on the Richmont transcript. Courses taken via distance-learning or an online format will be considered but will be subject to a greater level of scrutiny. Transfer credit is not included in the computation of the grade point average at Richmont.

The decision to allow credits to transfer is made by the Director of Records in conjunction with the Office of the Dean of the School of Ministry.

Steps to Follow:

- 1) Consult with your advisor before requesting transfer of credits earned *and* before taking additional graduate courses at another institution that you may wish to transfer to Richmond.
- 2) Obtain and complete the "Request to Transfer Credit" packet. Submit the completed packet, including the enclosed form, official transcripts, and catalog course descriptions or syllabi to the Director of Records. Incomplete packets will be returned to you. Please allow thirty days from the receipt of your packet to be notified of a decision.
- 3) The packet will be reviewed and you will be notified in writing by the Director of Records regarding the decision. An unofficial transcript will be enclosed with this notification showing the recorded credits. Please allow thirty days from the receipt of your packet to be notified of a decision.

Request for Transfer of Credit

Name: _____ SSN/ID# _____

Date: _____ Phone: _____ Email: _____

Degree Program: _____ Specialization: _____

Graduate School where credit was/will be earned: _____

City, State of Graduate School: _____

Years during which credit was/will be earned: _____

Was this credit earned as part of a degree? Yes No If yes, what degree? _____

Please enclose either the catalog course descriptions or the syllabi for the courses listed below for evaluation. Your request will not be evaluated without these items and will be returned to you.

Please complete the attached table with the information requested. Please include the full name of the course and the course number (such as MMIN531) from the institution where the course was taken. List the grade that you received in the course and the number of credit hours of the course. Circle the appropriate course format. List the Richmond course you believe most closely matches the content of the course you have already taken. Your advisor may be of assistance to you in making this determination. You may make additional copies of this form as needed. The far right column is for office use only and will indicate if the individual class was approved or denied for transfer.

Request for Transfer of Credit

Name _____ Advisor _____

Course Name and #:	Format: (circle one)	Grade	Hours	Equivalent Richmond Course: (Name and Course #)	For Office Use Only:
	Lecture Online Distance				
	Lecture Online Distance				
	Lecture Online Distance				
	Lecture Online Distance				
	Lecture Online Distance				
	Lecture Online Distance				
	Lecture Online Distance				
	Lecture Online Distance				
	Lecture Online Distance				
	Lecture Online Distance				

For Office Use Only:

Notes:

Signature of Dean: _____

Date: _____