

Instructions for Request for Transfer of Graduate Credit

1. Student obtains Transfer of Graduate Credit form online from:
<http://www.gradsch.ohio-state.edu/Depo/PDF/TransferCredit.pdf>
2. Student completes Section 1 of the form
3. Faculty Advisor completes Section 2 of the form and attaches written endorsement of approval for the transfer hours.
 - If a student wants credit for specific PAES equivalent course(s), the student must attach a copy of the transcript(s), course description(s), and syllabus(i) from the institution where the credit is to be transferred from to their faculty advisor for review. The faculty advisor completes Section 2 of the form and attaches written endorsement of approval for the transfer hours.
 - The Request for Transfer of Graduate Credit form, transcript(s), and course information are then sent to A100 PAES building for review. Non-PAES courses (i.e. Ag.Ed. or Ed P&L) must be on a separate form and formally approved by the Graduate Studies Chair of that Department.
4. The Graduate Studies Committee Chairperson evaluates the submitted materials and, if appropriate, endorses and forwards the forms to the graduate school. The Graduate Studies Committee Chairperson may request a meeting with the student and their faculty advisor and/or call a meeting of the Graduate Studies Committee to review the submitted materials.