

THE GRADUATE SCHOOL
LOYOLA UNIVERSITY CHICAGO HEALTH SCIENCES CAMPUS
RECOMMENDATION FOR TRANSFER OF CREDIT

(See reverse side for the Graduate School's policy and procedures)

Student's Name: _____ LOCUS ID Number: _____

Current Address: _____

Program: _____ (circle): PhD / DBE / MS / MA / Certificate

Hours Transferred From: _____

City/State of School _____

Credit System (check one): _____ Semester _____ Quarter

Courses to be applied at LU

Incoming Course		Equivalent Course
Year taken _____	Semester _____	Loyola's Course Program Abbrev. _____
Subject: _____		Loyola's Course Title: _____
Course Nbr: _____		Credit Hrs Transferred: _____
Course Title: _____		Catalog Nbr _____ (from current semester schedule of courses)
Credit Hrs: _____		Equivalent (circle): Yes No
Grade Input: _____		

Incoming Course		Equivalent Course
Year taken _____	Semester _____	Loyola's Course Program Abbrev. _____
Subject: _____		Loyola's Course Title: _____
Course Nbr: _____		Credit Hrs Transferred: _____
Course Title: _____		Catalog Nbr _____ (from current semester schedule of courses)
Credit Hrs: _____		Equivalent (circle): Yes No
Grade Input: _____		

Incoming Course		Equivalent Course
Year taken _____	Semester _____	Loyola's Course Program Abbrev. _____
Subject: _____		Loyola's Course Title: _____
Course Nbr: _____		Credit Hrs Transferred: _____
Course Title: _____		Catalog Nbr _____ (from current semester schedule of courses)
Credit Hrs: _____		Equivalent (circle): Yes No
Grade Input: _____		

Total number of Semester Hours recommended for transfer: _____

Total number of Semester Hours remaining to be completed in program: _____

Graduate Program Director: _____

Associate Dean: _____ Date _____

Revised 6/19/2018

**THE GRADUATE SCHOOL
LOYOLA UNIVERSITY CHICAGO**

Policies for the Acceptance of Transfer Credit

Students are to apply for acceptance of transfer credit and the faculty member **is** to make a recommendation to the Graduate School during the student's first semester in a Graduate School program.

1. For students in a master's program, a maximum of six semester hours of graduate-level work earned at another university may be recommended for transfer credit. For students in a doctoral program, a maximum of one-half the total number of semester hours required in the student's Graduate School program may be recommended for admission to advanced standing.

2. The Graduate School's decision regarding approval of transfer credit will be based on the quality of the student's work, the time interval since its completion, and its relevance to the student's current program of study at Loyola.

a) Quality of Work: The Graduate School will accept only those courses for which the student received a grade of "B" (or its equivalent) or better. Courses for which the student earned a grade of "P" or "S" (or their equivalents) are acceptable only if equivalent to a "B" or better, courses for which the student received a grade of "C", "I", or "NC" (or their equivalents) are not acceptable.

b) Time Interval: The Graduate School expects that courses to be used for transfer credit meet standards established relative to matriculation in The Graduate School. In cases where the time interval between prior course work and matriculation in The Graduate School is extraordinary, the program's recommendation to The Graduate School is to include information indicating that the theoretical basis and content of the courses meet the current standards of the field and/or that the student's professional experience makes a significant contribution toward preparing the student for undertaking" scholarship in her/his current field of study.

c) Relevance: In cases where the relevance of the recommended courses to the student's current program of study is not clear, the recommendation should include appropriate supporting documentation.

Procedures for Making a Recommendation to The Graduate School

1. Complete the front side of this form.

2. **Attach to this form a copy of the student's transcript(s)** that include all courses to be included in the recommendation (The Graduate School will provide copies of the student's transcripts if necessary). **Circle the appropriate courses, including hours earned and grades.**

3. Use the following formula to convert quarter hours to semester hours: quarter *hours* $\times .667 =$ semester hours (round down to the lowest whole number).

4. Submit the recommendation to The Graduate School, CTRE, Rm. 140. The Graduate School will notify the student and the graduate program director of its decision.