

Marywood University

SCRANTON, PENNSYLVANIA 18509

AUTHORIZATION FOR TRANSFER OF GRADUATE CREDIT FORM

Procedure: Present a course description from the University where you will be taking the course and this form to your graduate chairperson for approval.

This is to certify that (student name) _____
is a student in good academic standing in the Graduate Department of _____
at Marywood University and has been granted permission to pursue the course listed below in the
_____ semester, _____ (year).

Transfer Institution Information:

University name: _____

University address: _____

University department: _____

Course number and title: _____

Number of credits: _____

Transfer Institution Information:

The specific course requirement in the student's graduate program at Marywood University, which is being satisfied by the transfer course listed above, should be stated on the line below. If the course listed above will satisfy a free elective requirement, please write the words "elective credit" on the line below.

Marywood course title: _____

Marywood University will accept credits provided that a grade of "B" or better is earned. Grades earned at other colleges or universities are not calculated in the quality point averages at Marywood University.

It is the student's responsibility to request that an official transcript of this record be sent to the Office of Academic Records, Marywood University, as soon as possible after the completion of the course.

Signature: _____ **Date:** _____

(Graduate Department Chairperson)

- CC: White - Academic Records
- Yellow - Academic Department
- Pink - Student
- Gold - Dean