In general, the University permits the transfer of up to six credits for graduate-level courses from another accredited institution. Transfer credit will be considered if the courses are relevant to the subject matter of the graduate program as determined by the program director. Requested courses should also reflect currency. Please attach a syllabus and an official copy of the transcript for each course that you would like to transfer.

PLEASE NOTE THAT ONLY THE CREDIT TRANSFERS, NOT THE GRADE FOR THE TRANSFER COURSE.

Section A: To be Completed by the Student

Directions: Students should complete the first three columns, sign below, and give the completed form to the Program Director. Be sure to attach an official copy of your transcript showing the courses you completed and your grades.

I request that the following courses be considered for transfer credit to Chatham University.

Institution __________________________________________________

 Semester Course(s) Taken __________________________________________

<table>
<thead>
<tr>
<th>Dept.</th>
<th>Number</th>
<th>Course Title or Description</th>
<th>Chatham Equivalent</th>
<th>Credits Awarded</th>
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Student Signature ___________________________________________________ Date ______________

Section B: To be Completed by the Graduate Program Director

Directions: Program Directors should complete their columns above, sign below, and return the completed form (with transcript) to the registrar’s office immediately so all transferred credits are recorded on the student’s Chatham transcript.

I recommend that this student receive transfer credit for the graduate level classes as shown above for the following Chatham University graduate program __________________________________________

Program Director’s Signature __________________________________________ Date ______________

CGS or CCPS Dean’s Signature __________________________________________ Date ______________

FOR OFFICE USE ONLY

Notifications sent to: Student: _____  Program Director: _____  Registrar: _____