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 860.231.5225 / 860.231.8396 (fax)
www.sjc.edu / registrar@sjc.edu

REQUEST TO TRANSFER GRADUATE CREDIT

Name: _____ Student ID: _____

Address: _____

Home Phone: _____ Mobil or Work Phone: _____

Primary Email Address: _____ Alternate (non-SJC) Email: _____

All Education Department and School Counseling majors:

TWO official transcripts of the courses listed above should be submitted with this request for transfer credit:

NON-EDUCATION MAJORS only **ONE** official transcript needs to be submitted to the Registrar's Office

Course 1 >

 Institution Where Taken (Include City and State) Semester Year

 Course Code, Number and Name Credits Grade

Course 2 >

 Institution Where Taken (Include City and State) Semester Year

 Course Code, Number and Name Credits Grade

- As a rule no more than 6 semester hours may be transferred from another institution of higher learning, exclusive of members of the consortium with the Hartford Seminary Foundation.
- The coursework must have been completed within the last seven years, must parallel courses offered in the Saint Joseph College Graduate Program and must carry a grade of "B" or higher.
- Transfer credits will only appear on a student's academic record once they have been officially matriculated into a graduate program.

 Student's Signature Date

Department Approval:

 Advisor's Signature: Date

 Chair/Director's Signature: Date

Transferred course(s) is on the student's Planned Program: yes / no Student is Matriculated: yes / no

*****Approved form must be returned to the Degree Auditor in the Registrar's office for transfer credit to be processed and added to the Saint Joseph College academic record*****