



Records and Registration  
326 Market Street, Suite 121  
Harrisburg, PA 17101

For R&R use:  
Form Received: \_\_\_\_\_ Staff: \_\_\_\_\_  
Transcripts Received: \_\_\_\_\_  
Credits Posted on: \_\_\_\_\_ Staff: \_\_\_\_\_

## Graduate Transfer Credit Request

Student Name: \_\_\_\_\_ HU Student ID #: \_\_\_\_\_

HU email address: \_\_\_\_\_

Program of Study: \_\_\_\_\_

Concentration, if applicable: \_\_\_\_\_

Have you completed another Masters degree at Harrisburg University? Yes  No

### Transcript Details:

Previous Institution: \_\_\_\_\_

Dates of Attendance: \_\_\_\_\_ to \_\_\_\_\_

Program of Study: \_\_\_\_\_

Degree earned: \_\_\_\_\_ Credits earned: \_\_\_\_\_

Transcripts requested: Yes  No  \*(request not required for Harrisburg University transcripts)

Coursework to Transfer:

Course number	Title	Credits Earned	HU equivalency

Graduate students must complete this form prior to any transfer credit awarded. The following limitations apply:

- Official transcripts must be received from the previous institution in a sealed envelope to the address above or directly from the institution via email to [GradTranscripts@HarrisburgU.edu](mailto:GradTranscripts@HarrisburgU.edu).
- A maximum of 6 credits of graduate coursework may be approved for application to the MS degree program, from a regionally accredited college or university that meets the following criteria:
  - Graduate level and credit bearing
  - Completed within 5 years prior to matriculation
  - Received a grade of "B" or better
  - Course is a reasonable substitute for a University course or considered graduate level work worthy of elective credit in the student's program.
- Coursework completed outside the US must be evaluated by WES (World Education Services) International Credential Evaluation in a course-by-course format to be considered for transfer.

Please note:

- Once transfer credits have been applied to the student's academic record, they cannot be removed or altered.
- Students should refer to their specific program to determine application toward degree requirements.
- Transfer credit cannot be awarded for experiential education components (695 or 699 courses).
- Program faculty may deny student permission to transfer credit when the course is judged to be outdated or inappropriate.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_