Transfer Credit Authorization Form

After completing the required information on this form, please e-mail along with any required documentation to your graduate program director for approval and authorization. Graduate program director will then forward on to the director of graduate education for final approval. The student and graduate program director will receive confirmation of the decision via e-mail from the director of graduate programs.

All graduate students wishing to transfer graduate credit from another institution to NKU must follow the guidelines listed below:

❖ **General guidelines**:
  ➢ All work must be from a regionally accredited institution.
  ➢ An official transcript must be received in the Office of Graduate Education prior to consideration of the transfer request. The transcript must clearly state that the course work to be transferred was taken for graduate credit.
  ➢ Only courses in which a B or better was earned may be transferred.
  ➢ Grades from transferred courses will not be factored into the NKU GPA unless taken as part of the Greater Cincinnati Consortium of Colleges and Universities (GCCCU).
  ➢ The transferred work can be no older than eight years old.
  ➢ Documentation of course information may be requested upon receipt of the form by the graduate program director or director of graduate education. This documentation may include a course syllabus or catalog description.
  ➢ A maximum of 40% of a degree program may consist of transfer work.
  ➢ A maximum of 9 credit hours from a previously earned degree may be transferred.

❖ **For transfer courses taken prior to matriculation into Northern Kentucky University:**
  ➢ Students should submit the request to transfer course work to the graduate program director within the first semester of enrollment. Waiting to submit transfer course work could result in postponement of graduation if the courses are not approved.
  ➢ Transfer credit will not be processed prior to matriculation.

❖ **For transfer courses taken after matriculation into Northern Kentucky University:**
  ➢ Do not take a course for transfer without first getting written permission from your graduate program director.
  ➢ As soon as the course grade has been entered, request an official copy of the transcript be sent to the Office of Graduate Education.
  ➢ Submit the Transfer Credit Authorization Form as soon as possible to ensure a timely decision.

Please type your name and check the box below to verify that you have read the information above.

Student Name:

☐**Checking here will be your authorization   Date:**

Upon completion of both pages of this form, e-mail to your graduate program director.

NKU | **Office of Graduate Education**

Transfer Credit Authorization Form

Name: Student Identification Number:

E-Mail Address: Phone:

Program of Study: Catalog Year of Record:

To be completed by Student: *To be completed by Graduate Program Director:*

Course to be Transferred	University	Term Taken	Approved?	NKU Course Equivalent

Student Name Completing Form: *Graduate Program Director completing form:*

☐**Checking here will be your authorization   Date**:   ☐**Checking here will be your authorization   Date**:

To be completed by Office of Graduate Education

Course to be transferred	Hours	Term	Expiration Date

Director of Graduate Education:
☐ Checking here will be your authorization   **Date**: