



SANTA CLARA UNIVERSITY - SCHOOL OF EDUCATION & COUNSELING PSYCHOLOGY

Policy & Instructions for completing Transfer Credit form

Graduate Bulletin Policy:

Students may transfer up to 9-quarter units (that have been completed in the prior five years) from another accredited graduate program. Students must have received a grade of B or higher in the course.

Counseling Psychology Students: Courses that may be transferred into the SCU MFT and LPCC masters program include the following: 211, 214, 216, 218, 220, 227, 231, 311, 317, 318.

To apply for transfer credit the student must complete the Application for transfer credit form (pg 2 of this packet), submit certificated transcripts, and a syllabus from the original course. The professor of record for the course reviews the request and makes the final decision. The transferred units will be credited to the students transcript and counted within the overall number of units towards fulfillment of the degree.

Instructions:

1. Student: complete the Transfer Credit form and include official transcripts and a complete syllabus from the original course.
2. Submit all of the above listed items to the Instructor of record.
3. Instructor of record will submit signed form to the Department Chair.
4. Chairs: Submit form with all appropriate signatures to ECPSERVICES@SCU.EDU with "Transfer Credit form" in the subject line or to GH 207



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Application for Transfer Credit

First Name: Last Name Date

SCU Email SCU ID#

Santa Clara University Course:

Course # _____ Title _____ Units _____

Equivalent Transfer Course

Course # _____ Title _____

Name of Institution _____ Quarter System
(Where course was completed) Semester System

Year taken: _____ Units _____ Grade _____

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For School of Education and Counseling Psychology use ONLY

Approved

Denied _____
(please explain)

Instructor signature Date

Department Chair signature Date

Student Services Date

Received
Date: _____

Processed
Date: _____

Student Notified
Date: _____