Transfer of Graduate Credit

Graduate students have the ability to transfer credit earned at another institution provided that they attended as a graduate student and the courses completed were at the graduate level. There are two common scenarios in which transfer credit could be awarded: incoming Ph.D. students who are transferring their master's degree (30 hours) and master's students who have completed work at another institution either prior to, or during their program.

Considerations

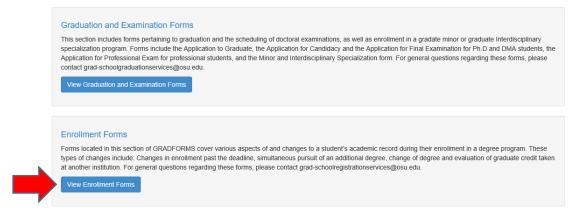
- Doctoral students can only transfer in one master's degree.
- If doctoral students have additional credit hours beyond 30 to transfer, those credit hours must be at the doctoral level and the student must demonstrate that they attended a Ph. D. program at that institution.
- Ph. D students must complete (at least) 24 credit hours at Ohio State.
- Masters students must complete 80 percent of the degree requirements over at least two semesters.

Process:

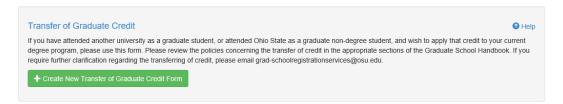
- 1) Student initiates and submits the form online via gradforms.osu.edu
- 2) All approvers approve/deny form
- 3) Graduate School approves/denies form
- 4) Graduate School completes the form

Student Actions

Step 1: Student logs into gradforms.osu.edu (must be an active student) and selects "View Enrollment Forms."



Step 2: Student selects "Create New Transfer of Graduate Credit Form."



Step 3: Student will need to select their current program and the type of credit (e.g., outside institution, or graduate non-degree).

3	rmation	O He
Graduation Level		If you are uncertain of your academic level, please contact your graduate program coordinator.
Doctoral	~	
Academic Plan		
EDUCST-PH - Educational Studies	~	
Graduation Degree		
PHD		
Credit Type		Select Graduate Non-degree, if requesting OSU non-degree credit (up to 7 credit hours) be applied to your current
Choose credit type	~	program. Select Outside Institution, if requesting external (non-OSU) credits be applied to your current program. (See Graduate Student Handbook for limitations.)
Transfer Courses		
Please fill out Institution, Cou course to this form.	urse Title,	Course Number, and Credit Hours and click the "Add" button in order to add a
Please fill out Institution, Cou course to this form. 1.		
Please fill out Institution, Cou course to this form.	urse Title, Course Title	Course Number, and Credit Hours and click the "Add" button in order to add a Course Number Credit Hours
Please fill out Institution, Cou course to this form. 1.		
Please fill out Institution, Cou course to this form. 1.		
Please fill out Institution, Cou course to this form. 1.		

Step 4: If the student selects Graduate non-degree, Ohio State University will automatically populate in institution field. Please note that there is not a "hard stop" for the credit hour field that limits students to seven credit hours when they select graduate-non-degree credit.

Trar	sfer Courses				
	se fill out Institution, Cou se to this form.	urse Title, Course Num	ber, and Credit Hours ar	nd click the "Add"	button in order to add a
1.					
	Ohio State University	Course Title	Course Number	Credit Hours	Add

Step 5: If the student completed a master's degree at another university, they can type in the name of the university and indicate "all courses" and list the number of credit hours (30) and select the "add" button.

Transfer Courses

Please fill out Institution, Course Title, Course Number, and Credit Hours and click the "Add" button in order to add a course to this form.

1.						
	Indiana University	All	Courses	30	Add	

Step 6: The advisor field is optional. If the student is assigned a faculty advisor, they can input the name.#. If an advisor is selected, they will be included as an approver.

Advisor Information
Advisor

Step 7: After submitting all of the necessary information, the student will select

Save and Continue

Step 8: The student has the option to review their request prior to submitting. They have the option to edit if there are errors. If there no errors, they will select "submit request."

Student Information	Transfer of Graduate Credit	History Comments (0)	Actions -
	EDUCST-PH - Educational S PHD Outside Institution	EDUCST-PH, Category P	
Edit Submit Reque	st Cancel Request		

Step 9: The Student will receive notification that their form has been submitted.

You have successfully submitted the Transfer of Graduate Credit form



Program Actions

Step 10: Form is sent to the graduate coordinator/chair and appears under the "Unassigned Tasks" at which point it will need to be claimed.

	rad Forn Jnas	ms ssigned T	asks		11	
I	Home Grad	duation Dashboard Specialization Fo	orms Graduate Faculty Forms Claimed Tasks (1)	Unclaimed	Tasks(4)	
			٩	Search F	orms 🛛 Help 💄	Ŧ
Aca	ademic Plan	Name	Description		Task Creation Time •	Action
EDI	UCST-PH	Grad Chair/Coordinator Approval	Transfer of Graduate Credit for		Apr 1, 2016 10:08 AM	Claim
NUI	RSING-PH	MIS Grad Chair/Coordinator Approval	Minors And Interdisciplinary Specializations for		Feb 26, 2016 09:10 AM	Claim
ED	UPL-PH	Grad Chair/Coordinator Approval	App to Graduate for		Feb 20, 2016 05:25 PM	Claim
NUI	RSING-PH	MIS Grad Chair/Coordinator Approval	Transcript Designation Request for		Jan 20, 2016 08:15 AM	Claim Start

Step 11: Once the form is claimed, the coordinator/chair can indicate whether or not the student's master's degree will count as a block of 30 credit hours and confirm that the transcripts are available in EDWARD.

Student Information	Transfer of Graduate Credit	History	Remarks (0)	Comments (0)	
Digital transcripts fro	EDUCST-PH - Educational S PHD Outside Institution	- EDUC) hours credit mitted to Grad			
Digital transcripts from	ree will count as block of 30 hou outside institutions(s) submitted Deny		dmissions		

Step 12: If the student includes an advisor, the advisor will only be able to either approve, or deny the form. They do not have the two checkboxes as the coordinator/chair.

Student Information	Transfer of Graduate Credit	History	Remarks (0)	Comments (0)
Graduation Level	Doctoral			
Graduation Plan	EDUCST-PH - Educational S	Studies		
Graduation Degree	PHD			
Credit Type	Outside Institution			
Advisor		- EDU	CST-PH, Categor	уР
Student's Master's de	gree will count as block of 30) hours credi	t No	
Digital transcripts fro	m outside institutions(s) sub	mitted to Gra	duate Admissior	15 No
Institution Cour	se Title Course Number Cre	dit Hours		
Indiana University	All Courses	30		
Save Approve	Deny			

Graduate School Actions

Step 13: Once all of the approvers have posted a decision, the form will appear in the Graduate School's queue. At this point we will have the option to approve, deny, or cancel the form. The student will receive an email after their form has been approved.

	Notice the *	
Transfer of Gra Date Submitted: Apr 1, 20	Iduate Credit PENDING	Help
Student Information	Transfer of Graduate Credit History Remarks (0) Comments (0)	Actions -
Digital transcripts fro	EDUCST-PH - Educational Studies PHD Outside Institution	
Save Approve [Deny Cancel Request	

Step 14: Once the credit has been posted to the student's record, we complete the form. As with all forms, the history of the approvers' actions can be viewed in the history tab.

Transfer of Graduate Cree Date Submitted: Apr 1, 2016 10:08 AM	dit COMPLETED				Help
Student Information Transfer of Grad	duate Credit History	Remarks (0) Comments (0)			Actions -
History	S				
Task	User	Completion Time	Resolution	Task Notes	Task Actions
Initiate Transfer of Grad Credit		April 01, 2016 10:08 AM	COMPLETED		
Advisor Approval		April 04, 2016 10:40 AM	APPROVED		
Grad Chair/Coordinator Approval		April 04, 2016 10:53 AM	APPROVED		
Completion		April 04, 2016 11:04 AM	COMPLETED		
Final Approval		April 04, 2016 11:00 AM	APPROVED		

GradForms Features

Search Forms: The Search Forms tab allows programs to filter through their student forms. Approvers have the ability to search by student information, academic plan, approval status, and form type. All fields do not need to be filled in order to search on GradForms.

Filter		
tudent		
Student OSUID, Student M	lame, or Student Email Address	
itudent name formats: "Las irstname" Academic Plan	name", "Firstname Lastname", or "Lastname	
opproval Status		
All	~	
orm Type		
Transfer of Graduate Cree	sit 💌	
Transfer of Graduate (Credit Type		
All Apply Filters Reset	Clear	

Download Excel Spreadsheet: After searching for forms you will have the option to download an Excel spreadsheet of your students and their forms. To download a spreadsheet click on the Actions button and choose Download Excel.

