

# TRANSFER OF CREDIT

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Georgian Court University may accept up to 6 graduate credits from other institutions toward fulfilling the Georgian Court University program requirements. (Exception: A student who has completed an M.A. degree or who has taken graduate courses in counseling or in a field closely related to counseling may transfer up to 30 graduate credits toward the 60 graduate credits required to receive an M.A. in Clinical Mental Health Counseling. This is done on a case-by-case basis, and involves the M.A. in Clinical Mental Health Counseling program director's review of the student's transcript and the student's program course catalog to see which courses would be appropriate substitutes for Georgian Court clinical mental health counseling courses.) Courses acceptable for transfer must be closely aligned to Georgian Court courses and must have been taken at institutions accredited by one of the accreditors previously designated as "regional" accreditors (e.g., Middle States Commission on Higher Education) within the last five years of GCU matriculation. Only courses in which grades of B or above have been achieved are eligible for transfer. Transfer credits will be counted towards the degree credit total, but will not be included in the Georgian Court grade point average. Previous credits from institutions not accredited by one of the accreditors previously designated as "regional" accreditors will be considered for acceptance on a case-by-case basis. Students with military experience and training should have an official copy of their Joint Services (military) transcript, showing ACE credit recommendations, sent to GCU. Courses from all sources are evaluated for transfer based on the following criteria: accreditation status of the institution, and the course description, syllabus, outline (including topics covered and time spent on each), student learning goals and objectives, assessment methods, instructional materials used (textbook, etc.), instructor credentials, level (e.g., 500 level, 600 level, etc.), and credits. Course content evaluation will be made by the program director.

Students wishing to transfer credits from another institution while attending GCU must secure written request approval from both the program director and Office of the Registrar. Credit will be given only if credit has not already been awarded or earned for the related course content. Transfer credit forms are available on the Office of the Registrar's web page at <http://www.georgian.edu>. Official transcripts must be sent to the Office of the Registrar within four weeks of completion of the course(s). Transfer credit will only be accepted if official transcripts are received while student is enrolled at GCU.

Final determination of the acceptance or denial of transfer credit is made by the department chairperson or program director of the field of study for courses in the field of study and by the Office of the Provost for general electives.