

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.”

Graduation and Examination Forms

This section includes forms pertaining to graduation and the scheduling of doctoral examinations, as well as enrollment in a graduate minor or graduate Interdisciplinary specialization program. Forms include the Application to Graduate, the Application for Candidacy and the Application for Final Examination for Ph.D and DMA students, the Application for Professional Exam for professional students, and the Minor and Interdisciplinary Specialization form. For general questions regarding these forms, please contact grad-schoolgraduationservices@osu.edu.

[View Graduation and Examination Forms](#)

Enrollment Forms

Forms located in this section of GRADFORMS cover various aspects of and changes to a student's academic record during their enrollment in a degree program. These types of changes include: Changes in enrollment past the deadline, simultaneous pursuit of an additional degree, change of degree and evaluation of graduate credit taken at another institution. For general questions regarding these forms, please contact grad-schoolregistrationservices@osu.edu.

[View Enrollment Forms](#)

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

Transfer of Graduate Credit [Help](#)

If you have attended another university as a graduate student, or attended Ohio State as a graduate non-degree student, and wish to apply that credit to your current degree program, please use this form. Please review the policies concerning the transfer of credit in the appropriate sections of the Graduate School Handbook. If you require further clarification regarding the transferring of credit, please email grad-schoolregistrationservices@osu.edu.

[+ 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).

Please fill in the following information [Help](#)

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 program. Select Outside Institution, if requesting external (non-OSU) credits be applied to your current program. (See Graduate Student Handbook for limitations.)

Choose credit type

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.

Institution	Course Title	Course Number	Credit Hours	Add
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Advisor Information

Advisor

Type plan advisor name in and select from dropdown

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.

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.

Ohio State University	Course Title	Course Number	Credit Hours	Add
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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
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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

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 ▾

Graduation Level	Doctoral
Graduation Plan	EDUCST-PH - Educational Studies
Graduation Degree	PHD
Credit Type	Outside Institution
Advisor	██████████ EDUCST-PH, Category P

Institution	Course Title	Course Number	Credit Hours
Indiana University	All	Courses	30

Edit Submit Request 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

[View PDF](#) [View Status](#)

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.

Academic Plan	Name	Description	Task Creation Time	Action
EDUCST-PH	Grad Chair/Coordinator Approval	Transfer of Graduate Credit for [REDACTED]	Apr 1, 2016 10:08 AM	Claim Start
NURSING-PH	MIS Grad Chair/Coordinator Approval	Minors And Interdisciplinary Specializations for [REDACTED]	Feb 26, 2016 09:10 AM	Claim Start
EDUPL-PH	Grad Chair/Coordinator Approval	App to Graduate for [REDACTED]	Feb 20, 2016 05:25 PM	Claim Start
NURSING-PH	MIS Grad Chair/Coordinator Approval	Transcript Designation Request for [REDACTED]	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.

Graduation Level Doctoral
Graduation Plan EDUCST-PH - Educational Studies
Graduation Degree PHD
Credit Type Outside Institution
Advisor [REDACTED] - EDUCST-PH, Category P
Student's Master's degree will count as block of 30 hours credit No
Digital transcripts from outside institutions(s) submitted to Graduate Admissions No

Institution	Course Title	Course Number	Credit Hours
Indiana University	All	Courses	30

- Student's Master's degree will count as block of 30 hours credit
- Digital transcripts from outside institutions(s) submitted to Graduate Admissions

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 Studies
Graduation Degree PHD
Credit Type Outside Institution
Advisor [REDACTED] EDUCST-PH, Category P
Student's Master's degree will count as block of 30 hours credit No
Digital transcripts from outside institutions(s) submitted to Graduate Admissions No

Institution	Course Title	Course Number	Credit 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.

Transfer of Graduate Credit PENDING Help

Date Submitted: Apr 1, 2016 10:08 AM

Student Information | **Transfer of Graduate Credit** | History | Remarks (0) | Comments (0) | Actions

Graduation Level	Doctoral
Graduation Plan	EDUCST-PH - Educational Studies
Graduation Degree	PHD
Credit Type	Outside Institution
Advisor	[REDACTED] - EDUCST-PH, Category P
Student's Master's degree will count as block of 30 hours credit	Yes
Digital transcripts from outside institutions(s) submitted to Graduate Admissions	Yes

Institution	Course Title	Course Number	Credit Hours
Indiana University	All	Courses	30

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 Credit COMPLETED Help

Date Submitted: Apr 1, 2016 10:08 AM

Student Information | Transfer of Graduate Credit | **History** | Remarks (0) | Comments (0) | Actions

History

Task	User	Completion Time	Resolution	Task Notes	Task Actions
Initiate Transfer of Grad Credit	[REDACTED]	April 01, 2016 10:08 AM	COMPLETED		
Advisor Approval	[REDACTED]	April 04, 2016 10:40 AM	APPROVED		
Grad Chair/Coordinator Approval	[REDACTED]	April 04, 2016 10:53 AM	APPROVED		
Completion	[REDACTED]	April 04, 2016 11:04 AM	COMPLETED		
Final Approval	[REDACTED]	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.

Search

Filter

Student

Student name formats: "Lastname", "Firstname Lastname", or "Lastname, Firstname"

Academic Plan

Approval Status

Form Type

Transfer of Graduate Credit Filters

Credit Type

[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.

8 result(s) found.

Name	OSUID	Form	Date Created	Approval Status	Actions
		Dual Degree Program Plan • Current Academic Plan: ARCH-MAHR	Mar 16, 2016 08:49 AM	PENDING*	Actions Download Excel View
		Dual Degree Program Plan • Current Academic Plan: ARCH-MAHR	Mar 9, 2016 04:46 PM	CANCELLED	View