

## Transfer of Credit Policy – Vancouver Campus

**Please read the information below before submitting requests for transfer of credit.**

### Transfer Credit Policy Overview:

Admitted students may be granted transfer credit for graduate-level courses previously completed at another accredited institution, provided the courses were **taken within the last five years**. The transfer credit request process is comprehensive, requiring a review of prior coursework, including syllabi and grades earned.

### Program-Specific Policies:

- **Master's program** - transfer credit requests, along with all supporting documentation, must be submitted by the end of your second term in the program.
  - **Doctoral program** - transfer credit applications, along with all supporting documentation, must be submitted before the start of the degree program, following the student's acceptance and deposit. Transfer of Credit requests **submitted after the beginning of the program will not be accepted**.
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### Conditions for Transfer of Credit:

- Only graduate-level courses from recognized, accredited degree-granting institutions are eligible.
- Adler University requires that the content of the completed course must match at least 80% of the course required.
- The number of credit hours earned for the completed course must be equal to or greater than the required course.
- Transfer credit is not awarded for electives and clinical or community service training (practicum or internship courses), except for the Social Justice practicum completed at Adler University.
- A grade of B or higher is required for transfer credit eligibility; pass/fail or credit/no credit courses are not eligible, except for the Social Justice practicum completed at Adler University
- No credit will be awarded for coursework completed more than five years ago.

### Transfer Credit Limits:

- A maximum of 12 credit hours may be transferred into a Master's program.
  - A maximum of 24 credit hours may be transferred into a Doctoral program.
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### Processing Fee & Timeline:

- A **Transfer Credit Processing Fee of \$150** is assessed for each course evaluated for transfer credit eligibility, regardless of whether the request is approved or denied.
  - The processing time for transfer credit requests is approximately **30 business days**.
  - If your request is approved, the **Office of the Registrar** will update your academic record within **five business days** of receiving approval from your Advisor or Program Director.
  - You will receive an email notification of approval or denial from your Program Director or the Program and Training Assistant at the email address you have on file.
  - For updates on the status of your request, please contact your Advisor or Program Director.
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## Submission Instructions:

### For New Students (Before the First Day of the Term):

1. Complete Section I of the form.
2. Submit the form along with the following documents to your Admissions Advisor:
  - Official or unofficial transcript
  - Course syllabus
3. Payment can be made:
  - Online via TransferMate at <https://adleruniversityvancouver.transfermateeducation.com/> .
  - Online via [Flywire](https://adler.flywire.com) at <https://adler.flywire.com>
  - submit a personal cheque, Money Order or Bank Draft made payable to Adler University

Your request will not be accepted unless Section I is fully completed, all required documents are included and payment received by Student Accounts.

### For Students Submitting After the First Day of Term:

1. Complete Section I of the form.
2. Submit the form and the following documents to your Program Director or the Program and Training Assistant:
  - Official or unofficial transcript
  - Course syllabus
4. Payment can be made:
  - Online via TransferMate at <https://adleruniversityvancouver.transfermateeducation.com/> .
  - Online via [Flywire](https://adler.flywire.com) at <https://adler.flywire.com>
  - submit a personal cheque, Money Order or Bank Draft made payable to Adler University

Your request will not be accepted unless Section I is fully completed, all required documents are included and payment received by Student Accounts.

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**Important Note:** Transfer credit requests must be submitted with all supporting documentation and payment received by Student Accounts. Please ensure that you do not submit original documents, as these will not be returned. Make copies for your records.

## Transfer of Credit Request form – Vancouver Campus

Please complete Section I of this form. Your request will not be processed unless Section I is fully completed, all supporting documentation submitted and payment received by Student Accounts. *Note that submitted documents will not be returned, so please do not submit original copies and/or ensure you retain copies for your records.* This form must be completed for each course you are requesting to transfer. The transfer credit processing fee is \$150 for each course (whether approved or denied).

### **Section I: STUDENT**

Entry Term: \_\_\_\_\_ SSN/Student ID: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Requesting Transfer of (Adler course title): \_\_\_\_\_ Course Number: \_\_\_\_\_

Title of Course Taken at Other Institution: \_\_\_\_\_ Course Number: \_\_\_\_\_

Institution at Which Course was Taken: \_\_\_\_\_ Year Taken: \_\_\_\_\_

Course Start Date: \_\_\_\_\_ Course End Date: \_\_\_\_\_ Course Level:  Master  Doctoral

Units:  Semester  Trimester  Quarter Grade Received: \_\_\_\_\_ Number of Credits Earned: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*By signing this document, I understand that I am requesting to transfer credits from another accredited institution to Adler University. In addition, I have read and understood the school's Transfer Credit Policy. I also understand that I am responsible for the Transfer Credit Processing Fee of \$150 for each course evaluated for transfer credit eligibility. I further understand that I will be charged this fee regardless of being approved or denied by the Reviewers below.*

### **Section II: Faculty Review**

Faculty Name: \_\_\_\_\_ Date Received: \_\_\_\_\_ Signature: \_\_\_\_\_

APPROVED  DENIED

Comments: \_\_\_\_\_

### **Section III: Program Director Final Review**

Faculty Name: \_\_\_\_\_ Date Received: \_\_\_\_\_ Signature: \_\_\_\_\_

APPROVED  DENIED

Comments: \_\_\_\_\_

#### FOR THE OFFICE OF THE REGISTRAR USE ONLY

Initial and Date Received from PD or ADV:	Initial and Date Processed:	Initial and Date when Student is Notified:
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