

Transfer Credit Request Form

GSBS students may request permission to transfer a maximum of two graduate-level courses, taken either as a non-degree student at Tufts University or at another institution, to fulfill requirements for a degree, subject to the following conditions. Credits transferred must:

- carry the grade of B- or better (courses taken as pass/fail cannot be transferred),
- not have been counted toward another degree,
- have been earned in graduate-level courses at a properly accredited institution, and
- have been taken within the past five years.

Note that credit will be awarded based on GSBS’s hour-to-credit conversion, not those of the other institution.

Transfer courses may be counted toward the degree, with the recommendation of the graduate program concerned and the approval of the associate dean. Students may be asked to present to their program directors copies of their transcripts as well as course descriptions and reading lists if requested. If the program director recommends the course for transfer credit, the student must submit the completed Transfer Credit Request Form to the Dean's Office before taking the Qualifying Examination.

Name: _____ Degree and Program: _____

Transfer Institution	Transfer Course Number & Title	GSBS Equivalent Course Number & Title (if seeking elective credit, write ‘elective’)	Program Director Signature for Recommendation

Student’s Signature: _____ Date: _____

Please submit with an official transcript (if not previously submitted) to the Dean’s office, MedEd 813

FOR OFFICE USE ONLY Total Credits Awarded: _____

Associate Dean’s Signature: _____ Date: _____

Date information entered into SIS: _____ By: _____