



Graduate Studies, Stratton Administration Center
 P.O. Box 730 • Kutztown, PA 19530 • (610) 683-4220

APPLICATION OF CREDIT FROM A PREVIOUSLY EARNED DEGREE

Parameters:

A graduate student desiring to utilize academic credits (hereinafter cited as *internal transfer credits*) earned in a previously earned graduate degree at Kutztown University should refer to the specific guidelines for each program. Students making this request must meet and understand the policies and procedures stated on the reverse side of this form. The approval of such credits is subject to the receipt of a signed recommendation from the chair of the recipient department indicating that the requested transfer credits are timely and appropriate to the second master's degree curriculum. The final approval for transfer of previously earned graduate credits into a second master's curriculum is the Dean of Graduate Studies.

Instructions to Student:

- ✚ Please fill in this form completely.
- ✚ Take this form to your Academic Advisor in your department for their approval and signature.
- ✚ Ensure that this form is taken to the department and dean of your new major for their review and approval.
- ✚ Following their review, this form will then be forwarded to the Dean of Graduate Studies for review.
- ✚ Pending the Dean's review and decision, you will receive a response by mail of the disposition of your request.

STUDENT DETAILS

Name _____	Date of original Graduate Degree Program _____
Address _____	Acceptance Letter _____/_____/_____
Email _____	Date of Application _____/_____/_____
Phone (____)____-____ Student ID # _____	Degree Program/Major _____
	Phone (Work) (____)____-_____

I WAS ENROLLED IN THIS PROGRAM:

Degree Program / Major _____	Department/College _____
Previous Advisor _____	Date of graduation _____

PROPOSED SECOND GRADUATE DEGREE: *Subject to the policies that appear on the reverse side of this sheet, I am proposing to utilize the following previously earned graduate courses (limited to six semester hours) from my first degree.*

Degree Program / Major _____	Semester which you would like to begin to work on second program _____
Course Prefix & Number _____	Title _____
Course Prefix & Number _____	Title _____

APPROVAL PROCESS:

ACTION	STATUS	SIGNATURE	DATE
Applicant's Current Advisor	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		____/____/____
Department Chairperson	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		____/____/____
Dean of College	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		____/____/____
Dean of Graduate Studies	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		____/____/____
Notice sent to student			

Please review and sign the reverse side of this form.



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**Policies Governing Graduate Students seeking *Internal Transfer Credit*
from a previously earned Graduate Degree at Kutztown University**

Rationale: Graduate students enrolled for a second master’s degree at Kutztown University may be entitled to apply for up to nine (9) hours of graduate credit earned during their first graduate degree, to be credited toward a second master’s degree, subject to the policies cited below:

1. Transfer credits from a previously earned master’s degree issued by Kutztown University and subsequently applied to a second master’s degree also to be issued by Kutztown University are hereinafter cited as “internal transfer credits.”
2. **Internal transfer credits** are available only to those graduate students who are fully enrolled and currently accepted into a second master’s degree program.
3. **Internal transfer credits** are determined by the specific guidelines for each program.
4. **Internal transfer credits** shall be restricted to those graduate courses in which a grade of “B” or better was earned.
5. Grades received on **internal transfer credits** shall not be used in the computation of the student’s grade point average (GPA) for the second master’s degree. This means that University internal transfer credits are treated in the same manner as external transfer credits (from other accredited institutions of higher learning) in a given program and are mathematically neutral in the determination of GPA of the second master’s degree.
6. The granting of academic credit from previously earned master’s degree at Kutztown University is a privilege, not a right, which may be granted only upon approval by the recipient academic department. This means that the advisor, chair, or Graduate Dean may decline to approve the proposed internal transfer credits on the basis that the course or the courses are not timely or the course or the courses are deemed inappropriate for the curriculum of the second master’s degree.
7. The signatures of the student’s advisor and the chair of the appropriate department (herein defined as the “recipient department”), therefore, attest their mutual convictions that the proposed transfer credits are reasonable, timely, and applicable to the second master’s curriculum.
8. The final authority for approval of internal transfer credits is the Dean of Graduate Studies.

I have read and understand the above policies and procedures of the above policy.

Student’s Signature