

Credit Transfer Application Form

This form should be filled out by a student wishing to count a course taken outside the Fairfield University Mathematics Graduate Program towards their degree. Students may get credit for up to two courses, provided they were taken at the graduate level, they received a B or better, and that the courses cover a comparable amount of material with at least as high a level of rigor, workload, and standards as typical courses in the program. A transfer course may only be used to replace one of the four core courses if all the content is covered and it is positively demonstrated that the rigor, workload and standards are at least the same. The student should complete this form, attach all necessary documentation of the course, and submit it to the departmental secretary at least 30 days before the intended graduation date (students intending to take a course outside the program should submit this form for preapproval).

To be completed by the student:

1. Name of Student _____

2. Graduate Program _____
(school/program at which the course was taken)

3. Semester/ Year _____
(when the course was taken)

4. Name of Course _____

5. Total Transfer Credits Student has Received Prior _____
(each course is 3 credits, so it should be 0 or 3)

6. Please attach a syllabus for this course.
(depending on course it may be necessary to submit other course materials, such as assignments)

7. If you are requesting credit from this course for MA 435, 436, 471 or 472, which one? _____

(over)

8 If you are requesting credit for MA 435, 436, 471 or 472,, explain why you are unable to take this course when it is offered.

Signature of Student _____ Date _____

(when the course is complete, the student should submit documentation of the grade to the registrar. Credit will be recorded in the student's record when the registrar's office has received notice of approval of this form and documentation of a grade of B or better.)

Department Secretary, please obtain the following signatures, then send copies of the completed form to the Dean's office and the requesting student and file a copy .

Received by the Department of Mathematics on _____

Grad. Program Director _____ Date _____

Chair, Steering Committee _____ Date _____
