



TRANSFER COURSE PETITION FORM
(CURRENT STUDENT)

**** Requests MUST BE APPROVED BEFORE ENROLLING in a course at another institution****

I. To be completed by the STUDENT before enrolling in course. COURSE SYLLABUS MUST BE ATTACHED TO THIS FORM.

Student Name: _____ **Program:** _____ **Program Start Date** _____

I am requesting permission to **take and transfer credit** from another institution while enrolled in IPS:

- Date of Course: (semester and year) _____
- Institution Name: _____
- Course Number/ID: _____ Course Name: _____ Credit Hours: _____

I am requesting that this course be **accepted as equivalent** and fulfill IPS program curriculum requirement for:

- Equivalent IPS Course ID: _____
- Equivalent IPS Course Name: _____
- Equivalent IPS Credit Hours: _____

**** COURSE MUST BE PRE-APPROVED & OFFICIAL FINAL TRANSCRIPT RECEIVED ****

*I submit the course syllabus as a full description of the course's equivalence with the IPS offering.
 I understand that am responsible for the course content in any future Comprehensive examinations at IPS,
 and for possessing adequate knowledge in the content area for future IPS courses for which this course is
 a pre-requisite. I understand that transfer credit is not calculated in the GPA. Further, I have reviewed the
 IPS Policy on Criteria for Transfer of Credit (located in the DMU Academic Catalog) and agree to its terms.*

Student Signature: _____ **Date:** _____

II. To be completed by the ACADMEIC ADVISOR and the ACADEMIC DEAN:

	ADVISOR Signature	Date	ACADEMIC DEAN Signature	Date
<input type="checkbox"/> APPROVED: Course EQUIVALENT and approved for Transfer				
<input type="checkbox"/> DENIED: Course NOT approved for Transfer				

Comments:

III. To be completed by REGISTRAR:

	REGISTRAR	Date
<input type="checkbox"/> PRE-APPROVAL: Form Received/On File		
<input type="checkbox"/> COURSE COMPLETED: Official Transcript Rec'd [Grade: ___ Credit Hrs: ___]		
<input type="checkbox"/> CREDIT TRANSFERRED: cc: Student _____		

Comments:

DMU Policy: Criteria for Transfer of Credit

Graduate credits are transferable from regionally accredited institutions. Courses considered for transfer must have been completed within a period of six years prior to acceptance into the University's programs. Exceptions to this time limit may be granted for applicants who have been actively involved in the field in which the degree was earned on a continuous basis prior to admission. Extension, continuing education, or in-service courses that are not intended by the institution offering the courses as part of a degree program are not acceptable for transfer credit to the University. No graduate credit can be awarded for undergraduate-level courses.

Students admitted to the Psy.D. Program may petition for the transfer of a maximum of 18 credit hours. All transfer courses must have been earned at a graduate-level program in a regionally accredited college or university. Transfer of graduate credits earned at other institutions is not automatic. Only graduate credit for courses determined to be equivalent to courses offered at the University can be transferred for course credit. In addition, only courses for which a grade of B (3.0) or better is obtained will be considered for transfer. Applicants should note that given the unique mission of the University, certain courses completed at other academic institutions may differ significantly in content, although a similar title is given to the course at both institutions. Therefore, the following courses typically are not eligible for transfer from another institution:

- PHT 505 Philosophical and Theological Anthropology I
- PHT 506 Philosophical and Theological Anthropology II
- PHT 535 The Catholic Vision of Spiritual Maturity
- PHT 614 Practical Reasoning and Moral Character
- PHT 635 Theology of Marriage and Family
- PSY 512 Law, Ethics, and Psychology
- PSY 516 Basic Interviewing and Clinical Skills
- PSY 609 Adult Psychotherapy
- PSY 610 Child Psychotherapy
- PSY 611 Marital Psychotherapy
- PSY 724 Advanced Adult Psychotherapy
- PSY 734 Advanced Child, Marriage, and Family Therapy I
- PSY 736 Child Psychopathology
- PSY 836 Advanced Personality Assessment

Students wishing to apply for transfer of credit to the University must be enrolled in a degree program and must submit the appropriate transfer of credit form (obtained from the Office of Enrollment Services) to the Program Director prior to the end of the second semester in which they are enrolled in their degree program. This request will be reviewed by the Dean who will notify the student of the decision regarding the request.

(Academic Catalog 2018-2019)