



TRANSFER COURSE REQUEST FORM
(ENTERING STUDENT)

Please submit the completed form to the Office of the Registrar with the Transfer Course Syllabus prior to the end of the second semester in which you enrolled in a DMU degree program.

STUDENT NAME: _____

DEGREE PROGRAM: MSP ____ PsyD ____ MS-Coun ____ **First Semester of Enrollment:** _____

I (above named student), having taken the following course(s) from a regionally accredited graduate-level institution prior to my enrollment at DMU, and petition DMU to consider this/these course(s) for transfer as an equivalent and fulfillment of my degree program course requirement. I submit the attached materials (i.e. course syllabus) as a description of the proposed course's equivalence with the DMU offering. I understand that I will be responsible for the course content in any future Comprehensive Examinations at DMU, and for possessing adequate knowledge in the content area for future DMU courses for which this course is a pre-requisite. Further, I have reviewed the DMU Policy on *Transfer Credits* in the Academic Catalog and agree to its terms.

STUDENT SIGNATURE: _____ **Date:** _____

COURSE #1: Equivalent **DMU COURSE ID & Name:** _____
DMU Course Credit Hours: _____

Transfer Course ID & Name: _____ :

Transfer University: _____

Date Transfer Course Taken: _____ **Transfer Course Grade:** _____ **Transfer Credit Hours:** _____

Philosophy/Theology Course? Yes ___ No ___ **If YES, Pre-Approval** of the Integrative Studies Department **required** (signature below indicates approval)

- APPROVED:** Course Equivalent and Approved for Transfer
 NOT APPROVED: _____

Director, Integrative Studies *Date* *Academic Advisor* *Date* *Academic Dean* *Date*

COURSE #2: Equivalent **DMU COURSE ID & Name:** _____
DMU Course Credit Hours: _____

Transfer Course ID & Name: _____ :

Transfer University: _____

Date Transfer Course Taken: _____ **Transfer Course Grade:** _____ **Transfer Credit Hours:** _____

Philosophy/Theology Course? ___ Yes ___ No ___ **If YES, Pre-Approval** of the Integrative Studies Department **required** (signature below indicates approval)

- APPROVED:** Course Equivalent and Approved for Transfer
 NOT APPROVED: _____

Director, Integrative Studies *Date* *Academic Advisor* *Date* *Academic Dean* *Date*

To be completed by Registrar: Transfer Credit approved, documented, and filed. _____ Initial _____ Date

CRITERIA FOR TRANSFER CREDIT: MS-Counseling

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 Registrar) 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 Registrar of the decision regarding the request.

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.

1. A maximum of 12 graduate credits will be considered for transfer from another regionally accredited or approved (non-U.S.) graduate program. No graduate credit can be awarded for undergraduate-level courses.
 - a. No transfer of credit will be accepted for the following courses: PHT 513 The Flourishing Person, PHT 523 Moral Character and Spiritual Flourishing, PHT 533 Flourishing in Relationships, COUN 510 Foundations and Ethics of Clinical Mental Health Counseling, COUN 580 Counseling Skills and Helping Relationships, COUN 630 Clinical Diagnosis and Treatment Planning, COUN 690 Counseling Practicum/Advanced Clinical Intervention Skills, and COUN 691 & 692 Counseling Internship 1 & 2.
 - b. All transferred courses must be a grade of "B" or above, and must have been completed within the last five (5) years.
 - c. Transfer credit must be approved by the student's advisor, the dean, and registrar.
A maximum of 24 credits will be considered for graduate level students transferring from DMU Institute for the Psychological Sciences programs in psychology.
 - a. Students who have graduated from DMU Institute for the Psychological Sciences programs in psychology must have graduated within the last five (5) years.
 - b. No transfer of credit will be accepted for the following courses: COUN 630 Clinical Diagnosis and Treatment Planning, COUN 690 Counseling Practicum/Advanced Clinical Intervention Skills, and COUN 691 & COUN 692 Counseling Internship 1 & 2.
 - c. All transferred courses must be a grade of "B" or above, and must have been completed within the last five (5) years.
 - d. Transfer credit must be approved by the student's advisor, the dean, and registrar.

(Academic Catalog, SOC 2018-2019)

CRITERIA FOR TRANSFER OF CREDIT: PsyD

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 Registrar) to the Program Director, or Director of Integrative Studies for Philosophy/Theology courses, 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 Registrar of the decision regarding the request.

(Academic Catalog, PsyD 2018-2019)

CRITERIA FOR TRANSFER OF CREDIT: M.S. Psychology

Students admitted to the online M.S. Program in General Psychology (MSP) may transfer a maximum of three credit hours. Any credits transferred must have been earned at a graduate-level program in a regionally accredited college or university. Courses considered for transfer must have been completed within a period of six years prior to acceptance into the MS program. 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 Divine Mercy University. No graduate credit can be awarded for undergraduate-level courses.

Transfer of graduate credits earned at other institutions is not automatic. Only graduate credit for courses determined to be equivalent to courses offered in the MSP (also in terms of faculty credentials and topics covered, etc.) are eligible to 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. The Institute also reserves the right to limit the number of credits that are transferred for a given course, to only those components that are consistent with the applicable course offered here.

Applicants should note that given the unique mission of the Institute and the integrated nature of the online MSP program, certain courses completed at other academic institutions may differ significantly in content, although a similar title is given to the course at both institutions. Content must be significantly similar in order for transfer credit to be granted. In addition, it should be noted that various parts of the Capstone project are completed in course 4 (PSY 560) and all subsequent courses. If transfer credit is granted for an MSP course with a capstone component, the student must also register for a one credit Independent Study Course and arrange with the MSP program director to complete the capstone assignment(s) in that course through the independent study. A MSP faculty member would provide instruction and feedback. The student is responsible to enroll in this course with the registrar. In addition, the following courses typically are not eligible for transfer from another institution:

- PSY550: Helping People Flourish: A Catholic/Christian Approach to Psychology
- PHT507: The Catholic/Christian Vision of the Person
- PHT508: The Catholic/Christian Vision of Flourishing-Vocations and Virtues
- PSY595: Capstone-The Transformational Leader in the Helping Professions

Students wishing to apply for transfer of credit must be enrolled in the online MSP degree program and must submit the appropriate transfer of credit form (obtained from the Registrar) to the Program Director, or Director of Integrative Studies if applicable, prior to enrolling in the third course in the online MSP degree program. This request will be reviewed by the Academic Dean of the Institute for the Psychological Sciences and the Program Director, and will notify the Registrar of the decision regarding the request.

(Academic Catalog, MSP 2018-2019)