

COURSE TRANSFER PROCEDURES:

NOTE:

1. Course credits may only transfer into the elective requirement. Course credit transfers are not accepted for the Core.
2. Graduate students may transfer up to 6 credits in order to fulfill the 6 credit elective requirement.

There is a two step process for elective course transfer:

STEP 1 – Email an elective course transfer request to Dr. Grandinetti at grandine002@gannon.edu. The request should contain the name of the course, the course number, the number of credits, the institution where it was taken, the date it was taken and a course description. Course descriptions are available from syllabi, catalogues and/or websites. The course description must also contain the graduate student's personal statement on how the course content affected his/her pedagogy.

SAMPLE:

Dear Dr. Grandinetti – Please consider the following course for transfer into the M.Ed. 6 credit elective requirement:

*PSYC 455 Social Psychology – 3 credits
XYZ University – Fall Semester, 2005*

*The course examined the relationship between social settings and cognitive, affective and behavioral processes including the study of group dynamics.
The course has been very beneficial to my understanding of group dynamics in my classroom as well as the implications of social behaviors in my classroom management plan.*

STEP 2 – You will receive an email stating the status of your request. If the course is accepted for transfer, the email will indicate **conditional** acceptance of the course transfer. You will be requested to send an official transcript to Gannon University. An official transcript is one that is sent directly to Gannon University from the sending institution.

Once the transcript is received it will be checked for the following:

- The course is a graduate course residing on a graduate transcript.
- The graduate transcript is from an accredited institution.
- The course grade is “B” or better.
- The course was taken during the past six years

Once the above mentioned standards are affirmed, the course will be listed on the graduate student's Gannon transcript. If the standards are not affirmed, the graduate student will be contacted.