

# Graduate Education Programs Transfer Credit Consideration

Complete this form only if you are requesting to transfer credit from graduate coursework into this program. This form must be completed and returned prior to beginning classes at CUC in order for your transcripts to be evaluated.

The following steps provide applicants the opportunity to receive an OFFICIAL transcript review from the Office of Graduate Admission & Student Services. This OFFICIAL review can be used to determine transfer credits you may receive for coursework completed at another university or college.

NOTICE: This process is only available for applicants who provide official copies of transcripts. Transfer credits must be unencumbered having not been counted towards a previous degree, and must take the place of a course in the cohort sequence, as determined by the Education Department. After the completion of 12 semester hours of coursework at CUC, up to half of the credits for the degree may be accepted from a regionally accredited graduate school. Awarding of transfer credits occurs after OFFICIAL, sealed transcripts containing the transfer credits for consideration are received, and you are fully admitted to the university.

1. You must submit an Application for Graduate Admission (with the non-refundable \$50.00 application fee for on and off-campus cohorts and online programs).
2. Submit a copy of your transcript(s) or official, sealed transcript(s)
3. Please complete the information and Transfer Course Grid below

NOTE: A course description or syllabus MUST be provided for each course you wish to transfer. An incomplete form or failure to provide required documents will result in delay or denial of credit transfer requests.

**Full Name**

**Address**

**Home Phone**  **Work Phone**  **Cell Phone**


**Email Address**  **Degree Program**



**Location**  **Start Date**

CUC Required Course		Substitution Requested			
Course Name & Number	Credits	Course Name & Number	School Transferred From	Credits	Grade

**Student Signature**  **Date**

Mail or fax this form along with a course description or syllabus for any courses that you would like considered for transfer credit to:

 **Concordia University Chicago**  
 Office of Graduate Admission and Student Services  
 7400 Augusta Street  
 River Forest, IL 60305-1499

 [kwebster@graduateprogram.org](mailto:kwebster@graduateprogram.org)  
 **(708) 957-7618**