# Ph.D. Program Credit Transfer Request

**Indiana Tech Ph.D. in Global Leadership**

**REQUEST TO DETERMINE ELIGIBILITY OF TRANSFER CREDITS FROM OTHER INSTITUTIONS**

<table>
<thead>
<tr>
<th>LAST NAME</th>
<th>FIRST NAME, M.I.</th>
<th>INDIANA TECH ID #</th>
<th>COMPLETED INDIANA TECH PH.D. SESSIONS TO DATE:</th>
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<tr>
<th>NAME OF INSTITUTION</th>
<th>COURSE TITLE</th>
<th>COURSE INFO</th>
<th>FINAL GRADE</th>
<th>DECISION</th>
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<tr>
<td>1.)</td>
<td>(For office use only) Indiana Tech Ph.D. Course Fulfillment:</td>
<td></td>
<td>n/a</td>
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<td>2.)</td>
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<td>3.)</td>
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<td>4.)</td>
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**STUDENT**

Printed Name: ____________________________

Signature: ____________________________

Date: ____________________________

**PH.D. DIRECTOR**

Printed Name: ____________________________

Signature: ____________________________

Date: ____________________________

**INDIANA TECH**

1600 e. Washington Blvd • Fort Wayne, Indiana 46774

Telephone 260-422-5561  Fax 260-422-1518

Rev. 3 – 6/17/13
GENERAL GUIDELINES FOR COMPLETING CREDIT TRANSFER REQUESTS

1. Credit transfer requests will only be considered after the student has successfully completed at least 1 session of the Indiana Tech Ph.D. in Global Leadership program.

2. Up to 12 post-graduate credits* from a regionally-accredited institution may be transferred toward a 60-credit Ph.D. in Global Leadership degree.

3. Only credits earned prior to enrollment into the Ph.D. in Global Leadership program will be considered.

4. Course credit must be “younger” than 7 years to be considered for transfer.

5. The minimum grade of “B” (3.00) or equivalency will be considered for transfer credit.

6. Please only list courses that your past program will endorse for use in a graduate program of study. Do not submit undergraduate courses for consideration even if your prior university allowed them to be used to meet degree requirements.

7. Students may not transfer courses graded on a nonstandard basis (e.g., Pass/No Pass, Credit/No Credit, Satisfactory/Unsatisfactory) to their graduate certificate or degree programs unless it can be verified from the registrar of the prior university that the grade is equivalent to a “B” (3.00) or better.

8. Official transcripts (for all courses to be transferred from other institutions) must be on file in the Ph.D. in Global Leadership offices before transfer credits will be considered. When requesting transcripts from another institution, please ask that they be sent directly to the Ph.D. in Global Leadership office at the address provided at the bottom of this page.

   *To convert semester hours to quarter hours, multiply semester hours by 1.5.

9. Students must provide official course descriptions for every course they wish considered for transfer.

If you have any questions, please contact Dr. Ken Rauch at 260-422-5561 ext. 2446.