Transfer Credit Petition

Can I transfer credits received from my previous school to count towards completing my ITU degree program?

The Department Chair grants final approval for transfer credit requests, as subject to the following criteria:

(1) Only courses earned with grades of B or above are eligible for credit transfer.

(2) Only courses completed at accredited U.S. institutions are eligible for transfer. Accredited institutions are those recognized by the following regional and national accrediting agencies: ACICS, MSA, NEASC, NCA, NWCCU, WASC, and SACS.

(3) The maximum number of transfer credit hours is nine (9).

(4) Courses transferred must be equivalent in level and content to specific courses offered in your ITU degree program.

(5) The courses to be transferred may only substitute for electives, but not for core or capstone/thesis courses in the ITU degree program.

(6) No transfer credit petition will be accepted before the student begins classes at ITU.

(7) Grades from previous institutions will not be transferred and will not affect the career GPA.

Is it mandatory for the student to fill out "Equivalent Courses" at ITU?

Yes. Please find the course information in the ITU catalog. If there are no equivalent courses offered at ITU, the credits are not transferrable.

What is the deadline to submit my transfer credit petition?

This petition form and all required documents must be received by the Registrar's Office before the end of the student's first trimester at ITU.

How do I submit my transfer credit petition?

Complete the Transfer Credit Petition, listing the courses for which you wish to transfer credits. When you submit your request, you must also attach the following documents:

(1) Course syllabi for the courses you are requesting approval to transfer credits.

(2) Course descriptions for the courses you are requesting approval to transfer credits.

(3) Sealed official transcript from the previous institutions where the coursework was completed. Opened or unsealed transcripts will not be accepted.

Submit your transfer credit request in a single package in person or by mail to the Registrar's Office. The package should be labeled "Attention: Registrar's Office." Do **not** submit the request on support.itu.edu. No electronic copies will be accepted.

When will I receive a decision regarding my request?

Department Chairs will review your petition. After your request has been evaluated, the Registrar's Office will send you the final decision via email.

First Name   *Last Name*   *Student ID #*

Email   *Telephone #*

Program of Study (e.g., MS in Digital Arts)   *Concentration (MBA Only)*

Courses Taken Elsewhere   **Proposed Equivalent Courses at ITU**

Course Number, Title, Institution, Units	Class Number and Title

Student's Signature   *Date*

Administrative Use Only:

Number of credit hours granted: _____ Comments: _____

Department Chair Signature: _____ Approval Date: _____

Registrar's Office Signature: _____ Processed Date: _____