

# TRANSFER CREDIT WHILE CURRENTLY ENROLLED AT RIDER UNIVERSITY

Currently enrolled students are strongly encouraged to obtain permission to transfer a course before enrolling in a course at another institution, using the form available on the Registrar's Office website or from their academic dean's office. If prior approval is not obtained, there is no guarantee that transfer credit will be granted.

## College of Education and Human Services Credit Transfer Policy

It is the policy of the Department to accept up to twelve (12) graduate transfer credits into its programs, or up to 30 graduate credits for the Clinical Mental Health Counseling (CMHC) Program, subject to Program and Department Chair approval who will make each credit-transfer decision in the light of meeting best the program needs of individual students. Credits approved for transfer will be added to students' transcripts after approval from the program director or the person designated by the program director.

**For all degree and certificate students other than Ed.S. Students,** transfer credits must meet the following guidelines:

1. All transfer credits must carry a graduate letter grade of at least "B," and requests for such credits must be made in writing on the appropriate form.
2. All transfer credits must be for graduate course work taken within six (6) years from the date of acceptance into the program (with the exception of the Counseling Services program, which is eight years from the date of acceptance into the program; and with the exception of some courses in the Graduate Nursing Program). Courses not meeting this criterion are subject to Program Director review and approval.
3. All transfer credits must be approved by the program director or the person designated by the program director at the time of initial enrollment in the Rider University program.
4. Official transcripts covering courses submitted for transfer must accompany the written request for such transfer, if the transcripts have not already been filed.
5. Course descriptions and/or syllabi of the courses being requested for transfer may be required.

## For Ed.S. students, the program director or the person designated by the program director and the Department Chair will determine the number of credits to be transferred given the following guidelines:

1. All transfer credits must carry a letter grade of at least "B."
2. Transfer credits must be taken within six years from the date of acceptance into the program. Exceptions may also be granted by the program director or the person designated by the program director for courses where content remains consistent over time and supports current program objectives.
3. For students in the School Psychology Program, up to 36-credits may be transferred. Students in the Counseling Services Program may transfer up to 48-credits from a CACREP approved program. Students admitted from a non-CACREP approved program may transfer up to 36-credits.

4. Official transcripts must accompany the request for transfer of credit. The advisor must approve the credits to be transferred upon admission.
5. Credits approved for transfer will be added to students' transcripts at the time of admission to the program.
6. Course descriptions and/or syllabi of the courses being requested for transfer may be required.

## Westminster Choir College

Approval of transfer credits is given by the appropriate academic department, following receipt of a written petition and an official transcript. Graduate students may request transfer of a maximum of six (6) credits from other graduate schools. A maximum of six (6) additional credits earned through the Westminster Continuing Education program may be applied toward graduation requirements in the M.M. and M.V.P. programs. A maximum of twelve (12) additional credits earned through the Westminster Continuing Education program may be applied toward graduation requirements in the M.M.E. program. Official transcripts must be submitted before any transfer or continuing education credits can be accepted.

## Norm Brodsky College of Business

For specific information about transfer credit policies in the Norm Brodsky College of Business (<http://catalog.rider.edu/graduate/colleges-schools/business-administration/policies/>) graduate program, visit their webpage.

## College of Arts and Sciences

Approval of transfer credits is given by the appropriate graduate program, following receipt of a written petition and an official transcript. Graduate students may request transfer of between six (6) and nine (9) credits depending on the program from other graduate schools.