

Peabody Online
Leadership and Learning in Organizations Program
Ed.D. Transfer of Credit Request

Student Information (*all fields required*):

Full Name: _____ **Student ID #** (e.g. 000162030) _____

External College or University: _____

Subject Area	Number	Course Title	Grade	Credit Hours

Student's Name & Signature Date

Department Approval Date

Dean's Approval Date

Instructions on completing the form:

A full degree program is comprised of 54 credit hours in addition to 30 transfer hours from an accepted master's degree for a total of 84 credit hours.

Transfer courses must be graduate level and taken at a regionally accredited institution with an earned grade of a B or better. Grades of High Pass, Pass, Satisfactory, or CR will transfer if part of an earned Master's degree.

If a student is transferring credits from multiple universities, they should submit a form for each university.

Depending on how credits are awarded (e.g. 4 versus 3 credits for a class), students can sometimes go slightly over 30. This is not a problem; students should aim to get as close to 30 as possible, but never under the 30 credits.

Students should transfer in the courses most relevant to the Ed.D. program of study, but transferred courses from a master's degree of an unrelated field of study are still acceptable.

This form is due by the start of your first term. Once the form is completed please save as "First Initial.Last Name_30TCF."