

## MEMORANDUM

To: Psychology Graduate Students  
From: Lance Swenson, Director of Clinical Training  
Date: November 14, 2016  
Re: Formalization of transfer credit

There are several of you who have completed graduate level work in psychology at other institutions. It is possible for you to receive transfer credit for this work, but only under the following circumstances:

1. The course from the other institution must be equivalent to a course offered through our department. You must make an initial determination about which courses, in your opinion, represent redundant instruction. The Clinical Executive Committee (CEC) will assess submitted course materials (e.g., syllabi, course descriptions) and make final judgments about course equivalency.
2. The course from the other institution must have been passed with a grade of B or higher.
3. The other institution must have been an accredited university.

Please note that “unofficial” discussions with faculty are not sufficient to ensure receipt of transfer credit. In order for desired credit to be officially processed, you must fill out the attached form, submit supporting materials, and have an official copy of your transcript sent directly to the department.

The number of transferable credits is limited to a maximum of 6 credit hours and must have a minimum grade of “B”. Courses in research methods, statistics, practicum or thesis will not be considered for transfer credit.

## REQUEST FOR TRANSFER OF GRADUATE CREDIT

I, \_\_\_\_\_, am formally requesting that the following course work completed at another institution be considered for credit toward my completion of the Clinical-Developmental Psychology Ph.D. program at Suffolk University:

\_\_\_\_\_  
Original course title

\_\_\_\_\_  
Corresponding S.U. Course title

\_\_\_\_\_  
Course number

\_\_\_\_\_  
S.U. Course number

\_\_\_\_\_  
Institution

\_\_\_\_\_  
Grade received

\_\_\_\_\_  
Original course title

\_\_\_\_\_  
Corresponding S.U. Course title

\_\_\_\_\_  
Course number

\_\_\_\_\_  
S.U. Course number

\_\_\_\_\_  
Institution

\_\_\_\_\_  
Grade received

*Please submit materials in support of your equivalency claims. Minimally, a course description and syllabus are required. Please submit all materials directly to the Psychology Department c/o Program Coordinator.*

*You will need to request that an official transcript from the original institution be sent directly to:*

*Program Coordinator  
Dept. of Psychology  
73 Tremont St.  
Boston, MA 02128*