

**Request to Transfer Completed Course Work Toward  
Emory Degree in Psychology**

Name: _____	ID#: _____
E-mail: _____	Date: _____
Phone Number: _____	Advisor: _____
Number of Hours at Emory University (as of the end of Current Semester)? _____	
Number of Psychology Courses Previously Transferred from other Institutions? _____	

**For each completed course you wish to transfer you must:**

1. Complete this form and attach the necessary documents as requested.
2. **Attach a copy of the COURSE SYLLABUS.** This course will not be evaluated without a copy of the course syllabus.
3. Attach verification showing that Emory College has approved this course for transfer and number of hours granted. (You may find this information at the beginning of your *OPUS transcript* or on the *Emory Evaluation of Credit* form sent to you by the College.)

Name of the University/College the course was taken:

\_\_\_\_\_

City, State or Country:

\_\_\_\_\_

Number of courses you wish to transfer from the above University/College toward an Emory degree in Psychology:

\_\_\_\_\_

Department offering the course:

\_\_\_\_\_

Course name and course number:

\_\_\_\_\_

Number of credits Emory College granted you from this course toward your general degree

\_\_\_\_\_

Grade you received:

\_\_\_\_\_

Name(s) of book(s) used in the course:

\_\_\_\_\_

\_\_\_\_\_

**PLEASE NOTE: YOU MAY ONLY TRANSFER A MAXIMUM OF FOUR COURSES TOWARDS YOUR B.A. IN PSYCHOLOGY.**  
Return this form and related documentation to Lorenza Houser in suite 270, PAIS Building.  
You will receive notification of approved credit via e-mail.

## TRANSFER COURSES: FREQUENTLY ASK QUESTIONS

- **How many courses can I transfer?**

As many as 4 courses may be transferred from another institution toward the B.A. in Psychology. A course will only be considered for transfer if Emory College has previously approved it as counting toward general graduation requirements. If a student has taken additional courses at another institution that cannot be transferred toward the Psychology degree (e.g., because the student has already had 4 transfer courses approved), these courses can be counted toward the general College graduation requirements as long as the course(s) have been approved for transfer credit by Emory College.

- **Should I bring back a syllabus from the course I took?**

Yes, you will need to have a course syllabus to get final approval for your course.

- **What kind(s) of course(s) will be approved for transfer credit**

Courses that have a clear counterpart in our curriculum usually stand a good chance of being approved for transfer. However, we will also consider petitions for courses that do not have an Emory counterpart. We do not award transfer credit for directed research and reading.

- **Who makes the decisions?**

The Undergraduate Curriculum Committee will review your transfer paperwork and make a decision on the transfer credit to be awarded.

- **Can I take classes at Emory that are similar to the one I took at another University**

No. Once a course has been accepted for transfer, the parallel psychology course at Emory may not be taken for credit toward the degree. There will be a notation at the bottom of your approval letter showing any courses that you may NOT take at Emory once your transfer courses have been approved.

- **How long does it take for the Committee to make decisions? When do they meet?**

Student petitions will be considered during the fourth full week of the semester. Petitions not received by this time will not be acted on until the following semester. Students will be informed of the committee's decision within two weeks of the deadline.

### QUESTIONS OR PROBLEMS?

See Lorenza Houser in Suite 270 of the PAIS Building  
or email [lhouser@emory.edu](mailto:lhouser@emory.edu)