

## **Guidelines for Transfer Credits**

Qualified\* applicants pursuing an EdD degree are allowed to transfer up to 18 hours of completed seminars from doctoral programs at accredited institutions. Transferred hours can be used as program electives or replace CEEF9401 Educational Psychology, CEAL9401 Higher Education Leadership/CEAL9402 Christian School Leadership. 3 hours of supervised practicum may be applied as a substitute for the EDMN830X Integrated Mentorship. Transfer hours may not be used as substitutes for program workshops or writing components. Not more than one-third of the degree may be transfer hours (18 hours).

1. Credit earned more than 10 years ago will not be transferred. Exceptions may be considered by the EdDOC committee on a case-by-case basis.
2. The student should submit a [Credit Transfer Request Form](#) to the EdD Office accompanied with transcripts (including passing grade) and applicable course descriptions. Requests can be made at the time of application.
3. The program director will review and validate student transcripts and supporting documentation and then make a recommendation to the Doctor of Education Oversight Committee (EdDOC). The committee will make the final decision to approve or reject the transfer request.
4. The student will be notified, in writing, of the decision. A copy of the request and decision will be forwarded to the Registrar.
5. Transfer of credit(s) will be granted upon completion of Senior Residency.

\*Qualifying students must meet all admission requirements and prerequisites.