

Procedure for Transferring Academic Credit for Graduate-Level Courses: According to Sacramento State's Catalog for graduate degree requirements, "Graduate transfer credit (with a grade of "B" or better) toward a doctoral or master's degree at Sacramento State may be considered only if the coursework has not been used previously to complete another degree and the coursework must be current (within the time limit to complete the master or doctoral degree)<sup>1</sup> A maximum of 6 units may be transferred as determined by appropriate campus authorities."

- In the Psychology Department, if a student wishes to transfer in graduate credit, they would begin the process by contacting the Psychology Department's Graduate Coordinator and provide they syllabus for the course in question as well as transcripts to prove that the course in question has not been used previously to complete another degree. The Graduate Coordinator would then forward the request and syllabus to the ABA Committee for an evaluation of equivalency and appropriateness. If the ABA Committee votes to deem the request acceptable, the ABA Committee would write a memo to the Graduate Coordinator indicating this, and the Graduate Coordinator would include this memo, the syllabus, and the student's transcripts in a Petition for Exception form (i.e., course substitution) and submit this paperwork to the Office of Graduate Studies which would be signed by both the ABA Coordinator and the Graduate Coordinator.