

## **Counselor Education Policy and Procedures for *Transferring in a Course***

This policy applies to (a) students who enter the Clinical Mental Health Counseling or School Counseling programs having already completed a course they believe to be the equivalent of a required program course, and (b) currently enrolled students who want to complete a course through another institution. Requesting transfer course credit means that the course credits will count toward the total degree credit hours. The following general guidelines apply:

- Must be a *graduate level* course
- Must have been completed within 6 years of *when the student plans to graduate from Clemson*
- Must have been completed through a *CACREP-accredited* counseling program
- Grade received must be *no less than a B*
- Skills (individual or group counseling) or field experience (practicum or internship) coursework will not be eligible for transfer credit
- A maximum of 12 credit hours of coursework *could* be approved for transfer credit

**Students who have completed coursework that meets the criteria above must follow the procedures below to request transfer course credit.**

1. Prior to or during the student's *first semester* in the program (or prior to registering for a class at another institution while enrolled in the master's degree program at Clemson), the student submits a written request (see sample below) to his/her advisor requesting to transfer in a course. The request should (1) list the name and course number of the course to be considered for transfer credit as well as the semester/year and institution where the course was or will be completed, and (2) indicate the name and number of the required program course at Clemson that the student believes is the course equivalent.
2. Student signs and dates the written request.
3. Student attaches a syllabus from the transfer course, and if completed, an unofficial copy of a transcript showing completion of this course with a grade of B or better.
4. Student's advisor reviews the syllabus, seeking input from an instructor who currently teaches the equivalent course when needed in order to determine whether the courses are equivalent and the transfer course meet relevant CACREP requirements.
5. Student's advisor signs the request, indicating approval or rejection of the request.
6. Student's advisor makes copies of the final, signed request, giving one to the student and retaining a copy of the original.
7. If the request is approved, the student must have an official graduate transcript, clearly identifying this course as completed, sent *directly to the Graduate School*.

*Please note:*

- *The faculty reserve the right to request additional information (e.g., assignment descriptions, etc.) to help them make a determination regarding transfer credit.*
- *Transfer credit will only be approved for courses the counseling program faculty believe to be equivalent to a Clemson course in (a) content and (b) credit hours and in relation to the faculty's ability to assess acquisition of knowledge and/or skills related to associated CACREP standards.*
- *Currently enrolled students who wish to pursue transfer coursework are strongly encouraged to seek approval prior to enrolling in any course outside of Clemson (with the understanding that even if pre-approved, a final grade of B or higher must be achieved).*

**Sample Letter of Request to Transfer in a Course:**

Dear (advisor's name):

I am requesting to transfer in a course to meet the EDC 8120 Career Counseling requirement because I completed an equivalent graduate level course, CNED 8200 Career Development, during Fall 2014 at Mississippi State University, which has a CACREP-accredited program in CMHC. I have attached the syllabus from that course.

Student signature and date \_\_\_\_\_

Advisor signature and date \_\_\_\_\_