DG4 PhD Program Transfer Credit Approval

During your 1st semester, work with your temporary advisor to sort your completed master's and post-master's (pre-Ph.D.) courses into the appropriate categories for transfer approval. Submit this form via email with supporting documents to the JMC Graduate Director. **See page 2 for detailed instructions and course category definitions.**

Course #	Course Title	Credits Received	Transfer Courses # credits to transfer		Committee Approved? (Grad Cmte only)
			Master's	Post-Master's	
METHODS – 18 CREDITS					
Required:					
JTC 500	Comm. Research Methods	3			
JTC 664	Quantitative Methods	3			
JTC 665	Qualitative Methods	3			
Other:					
	Methods Credits Subtotal:				
THEORY – 25 CREDITS					
Required:					
JTC 501	Process & Effects Comm.	4			
JTC 601	Cognitive Theory	3			
JTC 602	Social & Cultural Theory	3			
JTC 604	Colloquium	2			
JTC 605	Colloquium Research	1			
Other:					
	Theory Credits Subtotal:				
COGNATE – 12 CREDITS					
	Cognate Credits Subtotal:				
ELECTIVES – 9 CREDITS					
	Elective Credits Subtotal:				

TOTALS

_____ Transfer credits from master's (limit 30)

_____ Transfer credits post-master's (limit 10)

_____ Transfer credits in theory + methods (limit 18)

Approval
Graduate Committee Chair (signature)   **Date**

Form Instructions

During your first semester, work with your temporary advisor to request approval for each course proposed for transfer from your master's degree and from any courses taken post-master's degree before enrollment in the JMC doctoral program.

For each course to be transferred from the master's degree and post-master's:

1. Determine the **appropriate category** for the course (methods, theory, cognate, or electives; see below for definitions).

2. **Write course number and titl**e (original numbers/titles from transcript) and semester/year it was completed in the appropriate category. (Most students will only transfer courses from a master's degree.)

3. If you are requesting to use a transfer course to fulfill one of the program's required courses (e.g., JTC 500, 501, 602), write the **transfer course name** and number next to the listed required course.

4. Add the **credits subtotal** and put at the bottom of each section.

5. **Attach a document** with course descriptions and/or syllabi for each course you wish to transfer (see below).

Transfer Credit Policies

- Students may apply up to 30 credits from their master's degree to meet Ph.D. requirements
- Transferred courses may include master's-level thesis credits (equivalent of JTC 699)
- Up to 18 credits from the master's degree may be used to meet theory and methods curriculum requirements
- Up to 10 credits earned following the master's degree may be transferred with approval
- Credits from undergraduate classes may be transferred from the master's degree if they counted toward that degree
- If you transferred credit for JTC 501, you might only have 3 credits for this class. Take an additional theory course or complete an appropriate 1-2 credit independent study (JTC 795) to fulfill the required number of credits.

Submission and Approval

Submit this form via email to your temporary advisor and the Graduate Program Director for approval. Attach a supporting document with course descriptions when submitting.

You must include supporting documents that describe in detail **all** courses you wish to transfer. Note:
- Include a 1-paragraph description of each course with the reason it fulfills the program requirement
- Organize the descriptions by requirement area (methods, theory, cognate, electives)
- Attach course syllabi or an alternate documentation of the course content as support if needed (*Generally most important for courses from outside CSU – consult your advisor to determine if a syllabus is necessary.*)

Course Category Definitions

Methods Courses: Courses with learning objectives that focus primarily on research methods, although some methods courses may include readings in theory. The methods must be relevant to social science and/or humanities research.

Theory Courses: Focus on academic theories in communication or in closely related fields such as sociology, psychology, anthropology, or political science. Although some theory courses may include methods content, eligible courses must have predominantly theory assignments and learning objectives.

Cognate Area Courses: An integrated series of courses that furthers understanding of contexts in which communication and media issues arise. They are often oriented around a topic of study, such as health, wildlife, technology, art, politics, or agriculture. These are mostly methods and theory courses, but some applied courses may count.

Electives: Most courses are eligible as electives; some undergraduate courses may be eligible. These courses do not need to fit into the cognate area but should contribute meaningfully to the degree.