

**PROCEDURE**

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- New Students – submit this form and the supporting documents to the Enrollment Services Office along with your Application for Admissions. You will receive official notification of the decision at or before Orientation.
- Maximum number of units a student may transfer in for the Master of Marriage and Family Therapy program is 12 units.
- To be eligible for transfer credit, units must:
  - Earned within the past five (5) years at the graduate level
  - Must be from a regionally-accredited college or university
  - Must have obtained a grade equivalent to a B or higher
  - The course must be significantly comparable in nature, content and level to the required course that at Phillips that is being requested.
  - The following courses are not eligible for transfer: 502, 505, 519, 523, 529, 531, 534, 533, 535

**SUPPORTING DOCUMENTS**

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- Official transcript that each course is listed on (if not on file)
- Copy of catalog course description(s)
- Syllabi may be requested

**REQUEST**

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Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

University	University Course Number and Units	Phillips Course Number and Units

**OFFICE USE:**

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Date Received: \_\_\_\_\_

Date Reviewed: \_\_\_\_\_