

Please see your enrollment counselor for Course Substitution Form

Complete substitution form only if you are seeking to transfer credit from graduate coursework into this program.

Course substitution form must be returned in order for your transcripts to be evaluated.

The following steps provide applicants the opportunity to receive an UNOFFICIAL transcript review from the Graduate Admission Office. This UNOFFICIAL review can be used to determine transfer credits you may receive for coursework completed at another university/college.

NOTICE: This process is only available for applicants who can provide readable copies of transcripts. All applicants are still required to submit official, sealed transcripts from all universities and colleges attended. Actual credit for courses will not be awarded until your official, sealed transcripts are received, and you are fully admitted to the college. Concordia University-Saint Paul accepts a maximum of 50% of a program's total graduate level course credits (not including credits for internships/experience hours) to be transferred into the program. Courses transferred in must be at a Master's level and have been completed within the past 7 years*. Transfer credits cannot have been counted towards a previous degree, and must take the place of a course in the cohort sequence, as determined by the School of Education. *Transfer credits for any of the Special Education programs and the Educational Technology programs must have been taken within the past 5 years.*

- 1** You must submit an Application for Graduate Admission to reserve your seat for the off-campus program of your choice. (See page 3-4 of this packet)
- 2** Submit a copy of your transcript(s) or official, sealed transcript(s)
- 3** Please complete the information on the Course Substitution Form and return to your enrollment counselor.



NOTE: A course description or syllabus **MUST** be provided for each course you wish to transfer. An incomplete form or failure to provide required documents will result in delay or denial of credit transfer requests.