

## Transfer Credit

If you have taken courses at a community college or other university, be sure to send a copy of your transcript to Admissions to determine transfer credit. You will receive a listing of the EMU transfer credits awarded.

**A course equivalent to one offered at EMU** shows the EMU department and course number. For example, if you took a course which is equivalent to Child Psychology, then the transfer will be listed as PSY 321. A course which is equivalent to General Psychology will be listed as PSY 101.

**A course NOT equivalent to one offered at EMU but relevant to the area** will show the area and then 000. For example, if you took an undergraduate psycholinguistics course, then it will transfer as PSY 000, because the subject material is part of psychology and there is no equivalent course offered in the Psychology Department. A course covering development over the whole human lifespan is not equivalent to a specific psychology course, but certainly it is relevant to psychology; see further **Common Transfer Problems** below.

**A course NOT equivalent to one offered at EMU and NOT relevant to the area** will not be assigned transfer credit.

### To appeal a transfer decision:

1. Gather material related to the course (e.g. course description, syllabus, textbook)  
[NOTE: International students need official translations]
2. Make an appointment with the Department Head of the department in which you believe you deserve credit, and take all of the material to the Department Head. The Department Head may evaluate equivalency if familiar with the area, or send you to a person who teaches in the area to get a recommendation. The Department Head's decision is final. If a transfer is granted, then the Department Head will fill out a "course Substitution" form which you will need to take to Records and Registration in Pierce Hall.

**In Psychology, you may see either Dr. Freedman-Doan, the Department Head, or Dr. Marliyn Bonem, faculty member, to appeal a transfer decision.**

### Common Transfer Problems

**Lifespan Course:** Such a course is usually not equivalent to a course offered in the EMU Psychology Department. PSY 321, Child Psychology, covers early years in depth. PSY 322 focuses exclusively on adolescence and PSY 323 on adulthood. Therefore, a lifespan course is transferred as an elective in psychology, that is, as PSY 000. If you believe that your lifespan course was really a child psychology course, appeal the transfer decision as discussed above.

**General or Introductory Psychology:** To transfer as PSY 101, the course must have surveyed the entire breadth of psychology. To earn credit for PSY 103, the course must have a clearly defined laboratory component and be 4 credits (Note: participation as a research subject is not equivalent to a laboratory component).

\* If transfer credits are granted, the Department Head will fill out a "Course Substitution" form which you will need to take to Academics Records in Pierce Hall.