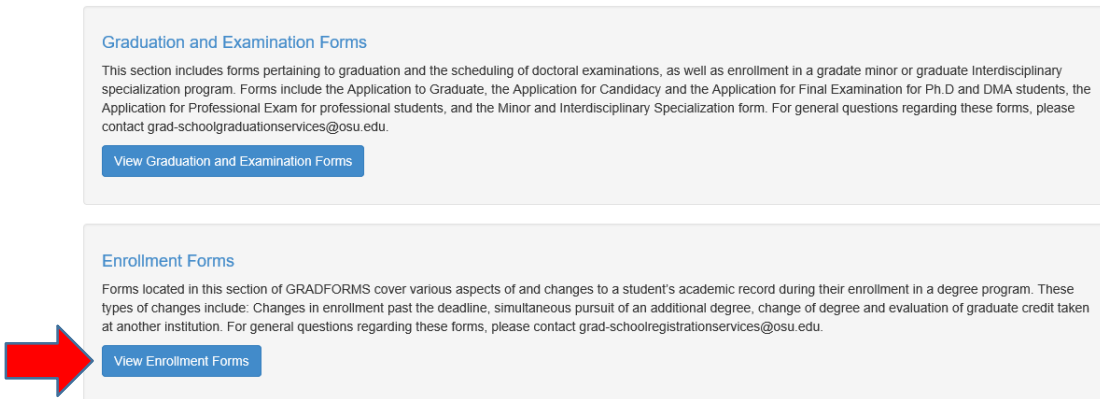


# For DNP and Ph.D. students who are transferring their Master's degree hours (30 hours) from another university

## Step 1:

Student logs into [gradforms.osu.edu](https://gradforms.osu.edu) (must be an active student) and selects "View Enrollment Forms."



**Graduation and Examination Forms**

This section includes forms pertaining to graduation and the scheduling of doctoral examinations, as well as enrollment in a graduate minor or graduate interdisciplinary specialization program. Forms include the Application to Graduate, the Application for Candidacy and the Application for Final Examination for Ph.D and DMA students, the Application for Professional Exam for professional students, and the Minor and Interdisciplinary Specialization form. For general questions regarding these forms, please contact grad-schoolgraduationservices@osu.edu.

[View Graduation and Examination Forms](#)

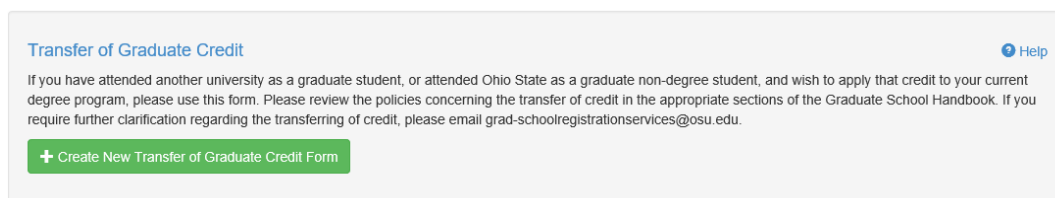
**Enrollment Forms**

Forms located in this section of GRADFORMS cover various aspects of and changes to a student's academic record during their enrollment in a degree program. These types of changes include: Changes in enrollment past the deadline, simultaneous pursuit of an additional degree, change of degree and evaluation of graduate credit taken at another institution. For general questions regarding these forms, please contact grad-schoolregistrationservices@osu.edu.

[View Enrollment Forms](#)

## Step 2:

Student selects "Create New Transfer of Graduate Credit Form."



**Transfer of Graduate Credit** [Help](#)

If you have attended another university as a graduate student, or attended Ohio State as a graduate non-degree student, and wish to apply that credit to your current degree program, please use this form. Please review the policies concerning the transfer of credit in the appropriate sections of the Graduate School Handbook. If you require further clarification regarding the transferring of credit, please email grad-schoolregistrationservices@osu.edu.

[+ Create New Transfer of Graduate Credit Form](#)

## Step 3:

1. Student will need to select their current program...

### PhD

- Graduation Level: Doctoral
- Plan: NURSING - PhD

### DNP

- **Graduation Level: Professional (NOT Doctoral)**
- Plan: NURPRC-DNP

2. And the type for credit being transferred

- Select "Outside Institution"

*Continued on following page*

**Step 4:**


**Student types in the name of the university and indicates “all courses”, lists the number of credit hours as 30, and selects the “add” button.** Please follow the example below:

Transfer Courses

Please fill out Institution, Course Title, Course Number, and Credit Hours and click the "Add" button in order to add a course to this form.

1.

Indiana University	All	Courses	30	Add
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**The advisor field should be left blank!**

**Step 5:**

After including all of the necessary information, the student will select:

Save and Continue

**Step 6:**

The student has the option to review their request prior to submitting. They have the option to edit if there are errors. **To submit, they must select “submit request.”**

Student Information | Transfer of Graduate Credit | History | Comments (0) | Actions

Graduation Level	Doctoral
Graduation Plan	EDUCST-PH - Educational Studies
Graduation Degree	PHD
Credit Type	Outside Institution
Advisor	[Redacted] EDUCST-PH, Category P

Institution	Course Title	Course Number	Credit Hours
Indiana University	All	Courses	30

Edit | Submit Request | Cancel Request

**Step 7:**

The Student will receive notification that their form has been submitted.

You have successfully submitted the Transfer of Graduate Credit form

View PDF | View Status