

# Course Transfer Guidelines



## IMPORTANT

Students must petition for all course transfers in their **FIRST** year of matriculation.

**ARGOSY UNIVERSITY, CHICAGO  
COURSE TRANSFER INFORMATION**

**Course Transfer Process for all Programs**

Like other institutions that offer advanced degrees, Argosy University, Chicago does not automatically transfer credit from graduate course work taken at other institutions. Students who have taken graduate course work elsewhere may petition to have these courses apply toward transfer of courses in the curriculum. Transfers are not reviewed or granted until the student has been accepted. Upon acceptance, you must follow the procedures listed below:

1. Fill out the Course Transfer Request form listing the Argosy University course name and number you intend to transfer and the corresponding course taken elsewhere, and return it to the Student Services Department.

**Transfer Credit Maximum Listed by School and Program**

| <b>School</b> | <b>Program</b>                     | <b>Transfer Credit Maximum</b> |
|---------------|------------------------------------|--------------------------------|
| Psychology    | MA Professional Counseling         | 15 ó five courses              |
|               | MA Clinical                        | 15 ó five courses              |
|               | Doctor of Psychology               | 30 ó ten courses               |
| Education     | MA Education                       | 9 ó three courses              |
|               | Education Specialist               | 9 ó three courses              |
|               | Doctor of Education (including EdD | 12 ó four courses              |
|               | Counseling Psychology)             |                                |
| Business      | Master of Business Administration  | 9 ó three courses              |
|               | Doctor of Business Administration  | 12 ó four courses              |

2. One Course Transfer Form must be completed for each course you are attempting to transfer. Transfer Forms are available from the Student Services Department. The following materials are necessary for all transfer reviews:
  - A photocopy of your transcript with the course taken and grade highlighted for each request
  - Course syllabus and a reading list

You may request a copy of your transcript from Student Services. Due to a high volume of requests, Student Services will not make copies on your behalf. You are welcome to make copies of your transcript in the library. Please highlight the course taken and your grade for each transfer form. **Please submit copies and not originals.** Submit a completed Course Transfer Form and all supporting documentation to the Student Services Department.

3. For a course to be considered eligible for a transfer, the following conditions must be met:
  - Transfer of credit requests are not granted until students have been accepted into a program of study.
  - The course must have been taken no more than five (5) years before the student's entry into Argosy University, Chicago, except when students present evidence of ongoing work experience or continuing education in that area, or when students pass a transfer exam for the course.
  - The course must have been a graduate-level course, taken for graduate-level credit at a regionally accredited college or university or nationally accredited college that is part of a program approved by Argosy University. In the case of institutions outside the United States, the appropriate state or national accreditation is required. "Equivalent graduate-level course" refers to both content and degree level of the course.
  - You must have earned a grade of "B" or better on any course submitted.
  - Programs may determine that certain courses are not eligible for transfer.
  - Argosy University does not accept for graduate credit any credits earned as military credit, credit by examination, credit by correspondence, credit for life experience, or graduate credit from non-accredited schools unless offered in an approved program or under an approved arrangement by Argosy University or otherwise provided for in this catalog.
4. The faculty member reviews materials, makes a determination of "granted" or "not granted", completes the Course Transfer Form and returns all the documentation to the Student Services Department. The faculty member may request additional supporting material or may place conditions on the transfer (such as completion of a supplemental course). A faculty member grants a transfer if there is an 80% overlap in course content and objectives between the courses submitted for transfer and the course as it is offered at Argosy University.
5. The Department Administrator will notify you of the outcome and, if the transfer is approved, will enter the course(s) as transferred onto your transcript. Material submitted to Student Services to document the transfer request will be returned to you after this material is reviewed and a decision has been made.
6. You should allow **4 - 6 weeks** for the evaluation of a transfer request (longer during summer and semester breaks). If you have not received a response in that amount of time please contact your Department's Administrator.
7. The policies governing the transfer process are described in the Academic Catalog and Campus Handbook. In order for a course to be transferred, keep in mind **there needs to be at least an 80% overlap in terms of course content**. Your performance in the course is also taken into consideration when evaluating a course for transfer. If you have any questions or experience any difficulties with the process, please contact the Department's Administrator.

8. Please be aware that if you are attempting to transfer in a course the credit hours must be the same and/or more. For example, if you took a course at another school for 2 credits and the course here at Argosy is 3 credits you must combine 2 courses (in the same subject) to apply for a transfer. All courses must be equal and/or more in credit hours. We will not accept a 2 credit course for a 3 credit course etc. Please refer to the academic catalog for class credit hours.
9. We do not have any articulation agreements with any other schools. Each course is evaluated on a case by case basis. The reviewers are looking for at least an 80% overlap in course content and that the objectives for each course are met.
10. Please make sure that you have looked at our specific program requirements before submitting a course transfer request. Please do not go by the catalog for a list of courses since most program requirements differ by campus. The course you are submitting for transfer must be one that we offer at this campus in your specific program.

**The remaining pages are related to Clinical Psychology course transfers only**

1. Information about course assignments, activities, projects or exams is especially important for courses such as **PP 7322 Community Mental Health, PP 8010 Cognitive Behavioral Theory & Therapy, PP 7202 Statistics, PP 7203 Research Methods** and **PP 8050 Family and Couple Therapy**.
2. **PP 7371 Objective Personality Assessment:** There are two (2) ways to apply for a waiver of the Argosy Objective Personality Assessment course. The first is to submit materials pertaining to the assessment class from your prior school, including the class syllabus, copy of the transcript that lists the class and class grade, and copies of exams, papers or reports that you may have submitted (ideally, a psychological report indicating your test scores and interpretations, with copies of the original tests you scored if available). If you do not possess any papers that demonstrate the work you accomplished in that class, then you must take our waiver examination. The examination is to test your ability to write a psychological report using objective personality measures.
3. **PP 7370 Cognitive Assessment:** The course previously taken must have been limited to intellectual assessment only, not combined with other assessment instruments or techniques. Minority issues must be identified as a learning objective on the syllabus or course outline. **You must pass a competency exam, which is administered and scored by a faculty member. If your transfer request meets the above standards, you will be eligible to sit for the waiver exam and will be notified as such.** See Student Services for more information.
4. **PP 7080 Personal & Professional Development:**

You must have taken a course that is equivalent to Personal & Professional Development at another institution of higher education, receiving a grade of B or better (or a grade of PASS if the course is offered Pass/Fail).

  - The course must be equivalent in content and in the total number of contact hours to P&PD, by involving the following:
    - Participation in an open-ended group process with a didactic element about the nature of such group process
    - 30+ contact hours in the class, at least half of which involve participation in the group
    - Some written assignment which evaluates the group experience both on a personal and on a theoretical basis
5. **PP 7365 Clinical Interviewing\*:** If you have had substantial clinical experience, preferably in a professional licensed capacity, you may apply for a transfer. You will be required to submit an audiotape or videotape of a session with a client and a verbatim transcript of your own work to be evaluated by a faculty member. The tape must be at least 20 minutes long. It can be with a real or a dummy client, but if it is with a real client, the student must present a consent form. Please also examine the current **PP 7365 Clinical Interviewing** syllabus online before making the tape, because

it has specific instructions on taping. Feel free to contact Student Services for the location of course syllabi on the campus website.

Additionally, please refer to the text Helping Skills before taping, as you will be required to demonstrate the basic clinical skills described in the text. A copy of this text is available in the library. Finally, *this class is only allowed one attempt to transfer*. If your request is denied the first time, it **cannot** be re-submitted for additional consideration. Therefore, it is in your best interest to follow the above instructions *completely* and understand all requirements before turning in a transfer request for this course.

**\*Please note:** If you are submitting a micro-cassette as part of your request materials, you must also submit a micro-cassette player, which will be returned to you after the course transfer request is reviewed.

5. **PP 8020 Person Centered Psychotherapy\***: You should submit outlines of relevant courses or training programs you have completed along with the transfer request form to the Student Services Department.

You must also submit a listening tape of at least 20 minutes. The tape should show your ability to engage in an empathic listening process with another person (this can be a friend, client, spouse, etc.) It is important, however, that the tape primarily involves empathic listening by you. In this process, you should try to accomplish the following:

- Express a deep understanding of what the person is trying to convey in a way that is both accurate and congruent.
- Show an ability to stay within the client's frame of reference without covertly introducing outside ideas, interpretation, lines or inquiry, etc.
- If at any point you feel the need to respond in ways that bring in material from outside the client's frame or references, you must be sure that:
  - The response is clearly labeled as your experience rather than an abstract truth or an order to be obeyed.
  - The response does not interrupt ongoing client processing in a way that is disruptive or distracting to the client.
  - The response is presented in a way that the client can easily choose not to accept it.

**\*Please note:** If you are submitting a micro-cassette as part of your request materials, you must also submit a micro-cassette player, which will be returned to you after the course transfer request is reviewed.

6. **PP 8185 Social Psychology and Difference:** You should submit course outline, reading list, papers and exams. You should only request credit for this course if you submit **BOTH** a social psych course

and a diversity course. The reason for this is the course objectives are twofold, to cover the major social psychology literature (as per APA) and to sensitize students to issues of diversity and difference. Transfer request must meet both criteria.

## **The following courses absolutely cannot be transferred:**

- **The Advanced Intervention Course elective, the Diversity Course elective, and the Professional Practice Course elective:** Cannot be transferred.
- **Training experiences (MA Therapy/Practicum/Seminar, Dx Practicum/Seminar, Tx Practicum/Seminar, and Internship):** Cannot be transferred.
- **PP 7341 Issues in the Assessment and Treatment of Racially and Ethically Diverse Populations:** Cannot be transferred.
- **PP 7373 Integrative Assessment:** Cannot be transferred.
- **PP 7100 Professional Issues: Ethics, Conduct & Law:** Cannot be transferred.
- We discourage students from attempting to transfer in **Health and Human Dysfunction I & II** due to the unique way it is taught here at Argosy. If you have questions about this, please contact Student Services.

**Transfer Grid of Clinical Courses Eligible  
for Transfer at ASPP – AU, Chicago Campus\***

| COURSE  | MATERIALS TO SUBMIT   | FACULTY  |
|---|---|----------|
| PP 7020 Child & Adolescent Development                                  | Course outline, reading list, papers, exams   | Lawrence |
| PP 7040 Cognitive and Affective Processes                               | Course outline and reading list   | Tisdale  |
| PP 7051 Biological Bases of Behavior                                    | Course outline and reading list   | Schwartz |
| PP 7080 Personal & Professional Development                             | See Page 4  | Kiel     |
| PP 7202 Statistics  | Course outline, reading list, papers, exams   | Miller   |
| PP 7203 Research Methods  | Course outline, reading list, papers, exams   | Leifer   |
| PP 7322 Community Mental Health   | Course outline, reading list, papers, exams   | Tirado   |
| PP 7349 Career Assessment and Counseling                                | Course outline and reading list   | Asay     |
| PP 7359 Introduction to Clinical Psychopharmacology and Substance Abuse | Course outline and reading list   | Schwartz |
| PP 7365 Clinical Interviewing   | See pages 4-5 for additional transfer requirements  | Davis    |
| PP 7370 Cognitive Assessment  | See page 4 regarding competency exam  | Vogel    |
| PP 7371 Objective Personality Assessment                                | Course outline, MMPI profile with interpretation or see page 4 regarding competency exam                      | Vogel    |
| PP 7372 Projective Personality Assessment                               | Course outline, TAT, HTP/DAP, Bender Gestalt, Proverbs, and Sentence Completion profiles with interpretations | Suth     |

| <b>COURSE</b>                                 | <b>MATERIALS TO SUBMIT</b>                      | <b>FACULTY</b> |
|---|---|----------------|
| PP 7650 Introduction to Substance Abuse       | Course outline and reading list                 | Zamanian       |
| PP 7000 History & Systems                     | Course outline and reading list                 | Suth           |
| PP 8010 Cognitive Behavioral Theory & Therapy | Course outline, reading list, papers, exams     | Flaxman        |
| PP 8021 Person Centered Psychotherapy         | See Page 5 for additional transfer requirements | Witty          |
| PP 8040 Psychoanalytic Theory and Therapy     | Course outline and reading list                 | Rubin          |
| PP 8050 Family & Couple Therapy               | Course outline, reading list, papers, exams     | Van Dyke       |
| PP 8060 Group Psychotherapy                   | Course outline and reading list                 | Kiel           |
|   |   |                |
| PP 8185 Social Psychology & Difference        | Course outline, reading list, papers, exams     | Pytluk         |
| PP 8401 Child & Adolescent Psychotherapy      | Course outline and reading list                 | Lawrence       |
| PP 8470 Adult Development & Aging             | Course outline and reading list                 | Zoline         |
| PP 8690 Brief Therapy                         | Course outline and reading list                 | Horvath        |

**Please keep in mind the more material you submit (tests, papers, projects) the easier it will be for the reviewer to decide if the transfer request meets course objectives and the 80% overlap.**