



**School of Professional Psychology**  
117 Health Sciences Building  
3640 Colonel Glenn Hwy.  
Dayton, OH 45435-0001  
(937) 775 - 3490  
(937) 775 - 3434 FAX

Office of Academic Affairs

**Date:** April 20, 2011

**To:** Incoming Class of 2011

**From:** Eve M. Wolf, Ph.D.  
Associate Dean for Academic Affairs

**Subject: Transfer of Credit for Graduate Coursework**

This memorandum is directed to those students entering SOPP who have taken graduate-level course work in a Master's, Doctoral or other graduate program. If the content covered in a course you have taken in another graduate program is judged to be equivalent to that covered in an SOPP course, a course credit transfer may be approved. If a student is granted course credit transfer for one or more graduate-level courses, these will be reflected on your SOPP transcript and the student will not be required to take the equivalent course in the SOPP curriculum. Credit for supervised clinical practicum experiences may also be transferred if it is substantively equivalent to a year of supervised practicum in the SOPP program. Transfer of credit for prior courses or supervised clinical experiences will free up some time during which students can enroll in other courses, work on the dissertation or involve themselves in other educational experiences.

**1. Transfer of Credit for Coursework**

SOPP's guidelines for Transfer of Graduate Course Credit are as follows:

- All students, including those with prior graduate education, are admitted to the SOPP with the expectation that they will matriculate on a five-year curricular plan. Transfer of course or practicum credit will not shorten your time in the program unless you transfer an entire year of coursework as well as a full year of practicum.
  - Students can transfer a maximum of 36 credit hours of equivalent coursework. This corresponds to the credit associated with approximately 12 SOPP courses or seminars.
-

- In general, course credit transfer will be granted only for courses or seminars taken in a Psychology Department or Clinical Psychology Program within the past five years. Exceptions to the five year time frame may be made if the student can demonstrate that he or she has continuously been involved in applying the skills and/or content of the course in a practice or other setting since the course work originally was taken.
- Decisions concerning course credit transfer are based upon the extent to which a course taken in another program does or does not match, in terms of the content and depth or extent of coverage of an academic subject, a course in the SOPP program. If course credit transfer is not granted for a course taken in another program, that decision should be viewed only as an indication that the SOPP faculty view the content or coverage of the course as not matching that of the SOPP course.
- In general, individuals requesting transfer of course credit will have a Master's degree in clinical psychology, although requests from students with graduate coursework in closely related fields will be reviewed. Because of differences in training models, courses from counseling programs and social work programs often do not match sufficiently well with SOPP courses to warrant course credit transfer.
- Only under very unusual circumstances would one course or seminar taken in another program be transferred in such a way as to count toward more than one SOPP course or seminar.
- Currently, all courses and seminars are open to transfer of credit with the **exception of Multicultural Lab I and II**. The faculty reserves the right to require demonstration of proficiency prior to transfer of credit for any course or seminar. **In any event, the following courses require demonstration of proficiency prior to transfer of credit: Psychological Assessment I (PSI 810), Psychological Assessment II (PSI 811), Psychological Assessment III (PSI 812) and associated laboratories; and Statistics (PSI 805).** With respect to the Psychological Assessment series, we have enclosed the course syllabi to aid you in matching coursework and labs from your Master's educational programs. In some cases, prior to granting course credit transfer, instructors of the assessment courses or laboratories may want to evaluate work samples, either psychological assessment reports you have done previously or in vivo, or videotaped administrations of one or more assessment instruments, to ensure that you have mastered administration and interpretation of basic psychological assessment instruments.

We have also included a course syllabus for **PSI 805, Statistics**. Course credit transfer for this course will be granted based on a student having had equivalent course work and passing a **written proficiency examination** given during the break between Fall and Winter

---

quarters. Students who have had equivalent coursework and who wish to obtain course credit transfer for this course may also want to review their texts and course notes, or the texts used for SOPP's courses in Statistics after which they may contact the Office of Academic Affairs to schedule a time to take the proficiency exam.

- Transfer of course credit will not be made for prior work on dissertation, internship and independent readings or research, nor will transfer of credit be made for courses that are not currently included in the SOPP curriculum. Note that the courses which are open to course credit transfer may be modified by the faculty at any time. **Students who wish to request that graduate coursework taken prior to entering SOPP be considered for course credit transfer should submit the following information:**

- A cover letter indicating which course(s) you would like considered for course credit transfer and the corresponding course(s) in the SOPP curriculum you believe are comparable - a **Program Requirements Checklist** listing the courses and seminars included in the SOPP curriculum is attached.
- A copy of a transcript with the course(s) in question and the grade(s) you received highlighted. The transcript you submit for this purpose does not have to be an official transcript. Because the entire transcript is retained in the Office of Academic Affairs, it should not be your only copy of the transcript.
- The course syllabus used in each course you would like considered for course credit transfer. **Decisions related to course credit transfer will not be made without a detailed syllabus for each course under consideration.** A detailed syllabus includes, among other things, a statement of the course objectives, the text or readings for the course, and a week-by-week breakdown of the coverage of the topical matter. As noted above, for courses in the SOPP Psychological Assessment series and the Statistics course, we have included course syllabi. These may serve as models for what we consider to be detailed course syllabi.

**NOTE: Course descriptions from a catalog do not contain sufficient information on which to base a course credit decision.**

## **2. Transfer of Credit for Clinical Practicum or Fieldwork**

Credit from prior supervised clinical practicum or fieldwork experiences may be transferred if it is equivalent to one year of supervised clinical practicum in the SOPP program. One year of supervised clinical practicum in this program involves clinical work for two days per week for one year (minimum of 700 hours) **under the direct supervision of a licensed psychologist.**

---

Partial credit or credit for supervised experience that is not essentially equivalent to two days per week for a full year will not be considered.

- Students who wish to transfer credit for supervised clinical practicum or supervised fieldwork should highlight the course and grade received on the transcript. In addition, each clinical supervisor will need to complete a **Documentation of Training Supervision form**. A copy of this form is enclosed. If additional copies are needed, the enclosed form may be copied. If a syllabus for the supervised clinical practicum or fieldwork course is available, this should also be submitted.
- In order to transfer credit for supervised clinical practicum, a student must also transfer graduate credit for courses considered prerequisites in the SOPP program for beginning the first practicum. These courses include: Interviewing I, Adult Psychopathology, and Systems of Psychotherapy.
- First Year Clinical Experience may be waived upon review by the Office of Clinical Training.
- A student transferring the requirements for a first practicum may be considered for practicum in their first SOPP year of matriculation, on a space available basis. Once your transfer of credit for clinical practicum has been approved, please request consideration for first year practicum in writing to Dr. Kathleen Malloy.
- Historically SOPP practicum students have received a stipend during their practicum training. With the economic downturn, we are no longer able to guarantee a practicum stipend for all training sites.

### **3. Timeline for Submitting Documentation for Credit Transfer**

**All requests for course credit transfer and related documentation must be submitted to SOPP no later than May 20, 2011.** Materials received after this date will not be considered for course credit transfer unless there are significant extenuating circumstances.

We will contact you if we need additional information. If you have questions about the process, please contact Dr. Eve Wolf concerning course credit transfer and Dr. Kathleen Malloy concerning transfer of credit for practicum or fieldwork experience. You can reach us at (937) 775-3490 or by e-mail: [eve.wolf@wright.edu](mailto:eve.wolf@wright.edu) or [kathleen.malloy@wright.edu](mailto:kathleen.malloy@wright.edu).

---

**Course credit transfer materials should be sent to the attention of Michael Sullivan, Assistant to the Dean, at the address below or via FAX to (937) 775-3434.**

Michael Sullivan  
School of Professional Psychology  
Wright State University  
117 Health Sciences Building  
3640 Colonel Glenn Hwy.  
Dayton, OH 45435-0001

[michael.sullivan@wright.edu](mailto:michael.sullivan@wright.edu)  
(937) 775-3468

