



## Graduate Transfer Credit Request

College of Graduate Studies Off Campus Programs

Graduate Transfer Credit Requests should be completed early in the student's academic career at CMU. Approved transfer credits must be earned within the time limit for program completion (Graduate Certificate: 4 years, Master's degree: 7 years, Doctoral degree: 8 years with prior Master's degree or 10 years without a Master's degree). Transfer credits cannot be granted an extension of time. Transfer credit requests are not approved until all signatures have been obtained and the credit request is reviewed and approved by the Dean of the College of Graduate Studies.

**Instructions to the Student:**

1. Review the graduate transfer credit policies on the back of this form.
2. Prepare one form for each institution from which transfer credit is being requested and obtain your advisor's signature. Your advisor or Program Center administrator will forward the form to Center Services.
3. Contact the Registrar's Office where you earned the credits to be transferred and request that an OFFICIAL TRANSCRIPT be sent directly to Center Services, Off Campus Programs, CMU North

**Instructions to the Advisor:**

1. In the Advisor Recommends column, check the "no" column or enter the CMU course number recommended for transfer credit to indicate your willingness to accept the course on the student's Program Plan and how the courses will be applied. (For example, enter "HSC 631" in the course equivalent box to indicate the course the student wishes to transfer from MSU, "HPR 635", is the equivalent of "HSC 631".
2. Sign the form and return it to the program administrator.
3. When the approved form is returned to you, please note how the courses have been approved for use on the Program Plan and which courses have been designated as those coming under the College of Business rule.

Type or Print Clearly

Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_ Expected Graduation Date: \_\_\_\_\_  
Last First Middle Former Month/Year

Contact Information: \_\_\_\_\_ Program Center: \_\_\_\_\_  
Number and Street City State Zip Email Phone

Institution at which you earned the graduate credit you wish to transfer: \_\_\_\_\_  
Institution City, State or Country

CMU degree program  MSA  MA \_\_\_\_\_  Ed.S.  MPA  Certificate Program  MBA  MS  Ed. D. Bulletin Year \_\_\_\_/\_\_\_\_  
 Credit hours:  Sem. Hrs.  Quarter Hrs

**Courses you wish to transfer to your graduate program at CMU:**

Dept. & Course # (institution you took course at)	Course Title	Date Earned	Grade	Advisor Recommends		College of Graduate Studies Approved Courses			
				No	Course	Course	Title	Cr.	Bus. Cr.*
HPR 635	Example: Title of Transfer Course	Fall 2006	A		HSC 631				

Semester Hours Approved for Transfer of Credit: \_\_\_\_\_ Comments: \_\_\_\_\_

Faculty Advisor: \_\_\_\_\_  
Signature Print Name Date

Program Director (Off Campus Programs only): \_\_\_\_\_  
Signature Print Name Date

College of Graduate Studies Dean: \_\_\_\_\_  
Signature Print Name Date

Distribution: Original; Center Services, Copies Program Center, Student By \_\_\_\_\_ Date: \_\_\_\_\_ By \_\_\_\_\_ Date: \_\_\_\_\_

## Graduate Transfer Credit Policies

### Maximum Transfer Credit Limits:

- Graduate Certificate: 6 credits (no transfer credit from a master's degree to a graduate certificate)
- Master's Degree: Maximum of 50% (Only 30 credits on the 54-credit hour joint master's degree program in history may be transferred into CMU.)
- Specialists' Degree: 12 (if master's degree was earned at CMU)  
8 (if master's degree not earned at CMU)
- Doctoral: At least 50 percent of the minimum required post-baccalaureate hours for a doctoral degree must be completed at CMU. Dissertation credits cannot be transferred.

### Transfer credits will be accepted provided **all** the following conditions are satisfied:

1. The credits were earned at a college or university of recognized standing (the institution must have been recognized at the time the credits were earned). The *ACE Guide* is consulted, and its recommendations are generally, but not always, followed.
2. The credits are not in violation of any pertinent university regulation, procedure, or policy.
3. The credits do not correspond to a course previously taken at CMU.
4. The credits were earned within the time limit for program completion. Credits from a prior graduate degree or certificate that are applied to a doctoral degree may be exempt from the time limit for doctoral degree completion (see individual program description). **Transfer credits cannot be granted an extension of time.**
5. The credits are appropriate to the student's program and are not in conflict with credit limitations specified in the *Graduate Bulletin*.
6. The grade for the credits must be a "B" or higher. **Ungraded coursework will not be accepted for transfer unless accompanied by evidence that the work was a "B" or higher quality.** Evidence is considered a letter from the professor of the course indicating that the coursework would have received a "B (3.0/4.0 scale)" or higher had the course been graded.
7. The student is in good standing (3.0 g.p.a. or higher) at the institution at which the credit was earned. In addition, a student wishing to transfer credit toward a doctoral program must have regular admission to that program. A student wishing to transfer credit toward a master's program must have conditional or regular admission to that program. In good standing is defined as either (a) the student had a cumulative GPA of at least 3.0 at the end of the semester when the student took the course to be transferred; or (b) the student had a cumulative GPA of at least 3.00 at the time the student left the institution where the credits were taken.
8. Courses earned by correspondence are not eligible for graduate transfer credit.
9. The credits must be certified on a graduate transcript as being of graduate level. The student must take personal responsibility for having official transcripts of the credits sent directly to Center Services, Off Campus Programs, at CMU by the institution in which the credit was earned and for filing a Transfer of Credit Request with the advisor and/or program center.
10. The student's advisor, the Program Director, and the Dean of the College of Graduate Studies must approve the credits being transferred.