



School of Graduate Studies

Office of the Dean · School of Graduate Studies
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APPLICATION FOR TRANSFER OF CREDIT

- Complete this form in triplicate (three copies).
• Submit for evaluation and signature by your Graduate Director.
• After your Director's approval, submit all three copies (signed) along with two transcripts to the School of Graduate Studies.
• Transcripts must be in English or an official translation must be also be provided.
• Upon approval, one copy will be forwarded to Records & Transcripts and another will be forwarded to your program.

Upon completion of 12 credits of graduate level course work with grades of B or better, in the School of Graduate Studies as a matriculated student, your request will be evaluated.

Transfer of credit is allowed only for formal graduate level course work specifically related to the student's program of study in which grades of B or better were received. No credit may be transferred for thesis research work, course work done as independent study, or work in courses which were not graded. Grades of P, R, or S are eligible for transfer if equivalent to a grade of B or better and accompanied by a letter from the instructor of the course testifying to that equivalence.

Credit is not normally transferred for courses taken more than six years prior to the application for transfer of credit. Appeals for waiver of this time limit may be made by the graduate director, in writing, with a statement verifying the current level of the student's information on the subject or that the course material is still current.

No more than the equivalent of one year of course work may normally be transferred toward the Ph.D. (i.e., 24 credits). No more than 40% of the credits required for the Master's degree may be transferred from an outside institution.

Quarter credits will be converted to semester credits by reducing the total by 1/3 (i.e., 9 quarter credits = 6 semester credits).

NAME _____ RUID# _____

GRADUATE PROGRAM _____

DEGREE SOUGHT _____ CREDITS COMPLETED _____

INSTITUTION _____ DATES ATTENDED _____ DEGREE _____

Three horizontal lines for providing details.

