REQUEST FOR TRANSFER OF CREDIT TO A MASTER’S DEGREE PROGRAM

A student must complete at least eight (8) hours of graded graduate level coursework in Rackham, and have at least a 3.0 cumulative grade point average, before requesting a transfer of credit. PLEASE NOTE: Once this form has been completed and signed by the student, a current final official transcript from the institution must be attached to this form and submitted to the department for approval and signature.

Student Name: ________________________________  Program Name: ________________________________

E-mail: ____________________________  Student U-M ID: ____________________________

- A maximum of six* semester hours of approved graduate level courses may be requested for transfer out of an accredited institution authorized to grant master’s degrees where a grade of “B” or better was earned for each course. Credit will be transferred only upon: (1) completion of this form; (2) receipt of a current official transcript from the institution out of which the credit will be transferred; and (3) approval of the Rackham program director or chair.

- Courses will not be transferred if: (a) the student’s overall cumulative in-residence G.P.A. is less than a “B” (3.0); (b) the course was taken more than five years before beginning the current Rackham master’s program; (c) a grade below a “B” was earned; (d) credit(s) were used, in whole or in part, to fulfill requirements for a bachelor’s or other degree or certificate; (e) they will be used, in whole or in part, to fulfill requirements for any degree in the future; or (f) they were extension or continuing education courses.

- Transferred courses will not carry the grade or honor points to the Rackham record. Thus, it will not affect the student’s cumulative GPA.

*For more information, please see the Rackham Academic Policies: [http://www.rackham.umich.edu/current-students/policies/academic-policies](http://www.rackham.umich.edu/current-students/policies/academic-policies)

Courses and credit hours requested to be placed on my Graduate School academic record:

<table>
<thead>
<tr>
<th>Course Code or Number</th>
<th>Course Title</th>
<th>Hours</th>
<th>Institution</th>
<th>UM-Flint Course Equivalent Number</th>
<th>Equiv. Hours</th>
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________________________  __________________________
Student Signature  Date

________________________  __________________________
Graduate Program Director, Chair, or Designate Signature*  Date

________  __________  __________
Graduate Program Director, Chair, or Designate Name Printed

*Graduate Program Director or Chair (or designate) signature denotes departmental approval. Final approval is contingent upon review and acceptance by the Office of Graduate Programs.

For Office of Graduate Programs use only:

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<tr>
<th>8 hours</th>
<th>Program</th>
<th>GPA</th>
<th>Bachelor’s</th>
<th>Time</th>
<th>Accredited</th>
<th>Grade</th>
<th>Not Used for Degree</th>
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</thead>
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Last update 9/18/15