



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>

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

Course Code or Number	Course Title	Hours	Institution	UM-Flint Course Equivalent Number	Equiv. Hours

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.

<p><i>For Office of Graduate Programs use only:</i></p> <p>__ 8 hours __ Program __ GPA __ Bachelor’s __ Time __ Accredited __ Grade __ Not Used for Degree</p>
