



OFFICE OF GRADUATE PROGRAMS

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www.umflint.edu/graduateprograms

Request for Transfer of Credit to a Non-Rackham Graduate Program

Students in a program through the Rackham School of Graduate Studies must use the appropriate transfer of credit form for a Rackham degree program. A student must be active in a current graduate degree program and have submitted final undergraduate transcripts/credentials 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 submitted to the academic department for approval. The completed, signed form and official transcript must be sent to the Office of Graduate Programs for final approval and posting to the UM-Flint record.

Student Name: _____ Program of Study: _____

Student UMID: _____ Email Address: _____

- Each program sets a policy for maximum number of semester hours that can be accepted 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 (from 0 to 9 hours). Credit will only be transferred 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 graduate program director or chair.
- Courses will *not* be transferred if: (a) the course was taken more than five years before beginning the current UM-Flint graduate program; (b) a grade below a "B" was earned; (c) credit(s) were used, in whole or in part, to fulfill requirements of any undergraduate degree, graduate degree, or certificate; (d) credit(s) will be used, in whole or in part, to fulfill requirements for any degree in the future; or (e) graduate-level work was not done.
- The transferred credit appears on the UM-Flint graduate record but the associated grades received for this credit do *not* appear and are not computed in the student's cumulative GPA .
- Courses taken at another University of Michigan campus follow the same policy, though a student can transfer up to one-half (1/2) the minimum number of credit hours required for a master's degree program from both U-M and outside U-M sources combined.*
- Graduate courses taken as an undergraduate student may be reviewed for transfer according to the transfer of credit policy.*

*For more information, please see the Transfer of Credit Policy at www.umflint.edu/graduateprograms/transfer.htm.

Courses and credit hours requested to be placed on my UM-Flint graduate 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, 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:					
Program	___	Bachelor's	___	Time	___
Accredited	___	Grade	___	Not Used for Degree	___