

Graduate Transfer Credit Form

Graduate Transfer Credit requests should be completed in the first semester whenever possible. Before meeting with the advisor to complete and submit this form, students need to have their transcript sent to apply@cmich.edu and review the policy on Page 2 of this form. A separate form must be completed for each institution from which transfer credit is requested.

To be completed by graduate program advisor

Student: _____ ID#: _____ Program: _____

Semester Admitted: _____ Year: _____ Expected Graduation: _____ Year: _____

Transferring Institution Name: _____

Course(s) to be transferred to CMU (only list course(s) approved by graduate program advisor):

Course # (at original institution)	Course Title	Date Earned (month/yr)	Grade	CMU Credit Hour(s)	Equivalent CMU Course # that counts toward program

Is the original institution accredited? Yes No

Course(s) completed at the graduate level? Yes No All grades "B" or better? Yes No

Course(s) listed above correspond to a course previously taken at CMU? Yes No

Course(s) above are from an earned graduate credential/degree within 10 years (doctoral students only)?
Yes No N/A

Course(s) meet the time limits to count toward degree at anticipated time of graduation (master's/spec./grad. cert.: 7 yrs, doctoral: 10 yrs)? Yes No

Required Approvals:

Graduate Program Advisor

Name: _____ Signature: _____ Date: _____

Department Chair (or Program Director only if program is interdisciplinary)

Name: _____ Signature: _____ Date: _____

Registrar's Office

Name: _____ Signature: _____ Date: _____

Graduate Studies

Name: _____ Signature: _____ Date: _____

Student

Name: _____ Signature: _____ Date: _____

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Graduate Transfer Credit Policy

This policy relates to non-CMU coursework being considered for transfer to one of the following CMU graduate degree programs:

Transferable Credit:

- Graduate Certificate: A maximum of 33% of the credits required for a graduate certificate may be transferred from graduate coursework. Individual academic programs may restrict this to a lower percentage that may be transferred.
- Master's Degree: A maximum of 50% of the credits required for a master's degree may be transferred from previously earned graduate coursework. Individual academic programs may restrict this to a lower percentage that may be transferred.
- Specialist's Degree: A maximum of 50% of the credits required for a specialist degree may be transferred from previously earned graduate coursework. Individual academic programs may restrict this to a lower percentage that may be transferred.
- Doctoral Degree: A maximum of 50% of the credits required for a doctoral degree may be transferred from previously earned graduate coursework. Individual academic programs may restrict this to a lower percentage that may be transferred.

Process: The student is responsible for having official graduate transcripts sent by the institution in which the credit was earned directly to apply@cmich.edu and for requesting the program advisor initiate the Graduate Transfer Credit Request form, which must be fully approved.

Graduate transfer credits must be appropriate to the student's program, recommended by the student's academic advisor for use on the program plan, and approved by department and the Registrar's Office for final review. Transfer credits are not considered in the computation of the student's graduate grade point average. Graduate transfer credit must meet the following criteria:

1. The credits must have been earned at a degree-granting institution that is accredited by an institutional accrediting association.
2. The credits do not correspond to a course previously taken at CMU. An exception is allowed when the transfer credits correspond to an expired CMU course.
3. The credits were earned within the time limits for earning the degree as stated in the Degree Candidacy and Requirements section of the Bulletin. Credits from a prior graduate degree or graduate certificate that are to be applied to a doctoral degree must have been earned within ten years of matriculating into the doctoral program. Transfer credit is eligible for extension consideration; however, extension of time requests to complete a degree or certificate are considered only in the cases of clearly extenuating circumstances. See Bulletin policy.
4. As certified on the official graduate transcript, courses must be at the graduate level.

The grade for the credits must be B or higher. Coursework with credit/satisfactory/passing or equivalent will not be accepted in transfer unless accompanied by evidence that the work was of B or higher quality. Military coursework with a grade of outstanding or excellent is considered to be equivalent to a B or higher and is transferable.

(Approved by Senate, 9/6/11, 5/4/21, 5/5/22, 2/27/24, 4/21/26; Graduate Committee 2/20/13)

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