

Process: Graduate Transfer Credit Requests

Campus: ALL

Level: Graduate/Doctoral

Revision Date: February 3, 2023

Background:

The intent of this document is to outline the steps for routing and processing Graduate Transfer Credit Requests.

Criteria that needs to be met:

1. Graduate student needs to complete *Graduate Transfer Request Form*.
2. Student needs to submit official transcripts to apply@cmich.edu

Process Steps:

A. Student

- a. Student completes Section A and Section I of the form.
- b. Student signs form.
- c. Submit completed form, course descriptions, and course syllabi to advisor.
- d. Student should have official transcripts sent to CMU
 - i. Electronically – apply@cmich.edu
 - ii. Mail – CMU, Attn: Transcripts, 802 Industrial Drive, Mt. Pleasant, MI 48858

B. Advisor

- a. Advisor completes Section B and Section II of the form.
- b. Advisor signs form.
- c. If denied, advisor communicates decision to student.
 - i. Denied form can be sent to cgsimagenow@cmich.edu to be imaged
- d. If approved, advisor forwards form and supporting documentation to department.

C. Department

- a. Department completes Section C of the form.
- b. Department signs form.
- c. If denied, department communicates decision to student and advisor.
 - i. Denied form can be sent to cgsimagenow@cmich.edu to be imaged
- d. If approved, department forwards finalized form and supporting documentation to transfercredit@cmich.edu

D. Registrar

- a. Registrar reviews to ensure completeness.
- b. Registrar verifies course information via official transcript
 - i. If information does not match, Registrar will notify the department
 - ii. If everything is complete, Registrar will add transfer credit
- d. Registrar will notify student via student's CMU email account.
- e. Approved form and documentation will be imaged in student's folder