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