



Central Michigan University

GRADUATE TRANSFER CREDIT REQUEST

Graduate Transfer Credit Requests should be completed early in the student's academic career at CMU. Before completing and submitting this form, students need to review the policies and instructions on Page 2 of this form and be sure that they meet and understand CMU's Graduate Transfer Credit Policies.

A separate form must be completed for each institution from which transfer credit is being requested; please refer to Page 2 for complete instructions.

Section A: To be completed by student

Section B: Advisor/Dept.

Section C: Graduate Studies

COURSES YOU WISH TO TRANSFER TO YOUR GRADUATE PROGRAM AT CMU:									
Dept. & Course # (institution you took course at)	Course Title	Date Earned	Grade	Credit Hours		Advisor Recommends Course		Program Director/Department Chair	
				Quarter	Semester	NO	Equivalent #	NO	Reason
HPR 635	Example: Title of Transfer Course	12/2012	A		3		HSC 631		

Section I: To be completed by student

NAME: _____ CMU STUDENT ID#: _____ EXPECTED GRADUATION DATE: Fall Spring Summer Year _____

TRANSFERRING INSTITUTION NAME: _____

TRANSFERRING INSTITUTION ADDRESS: _____

STUDENT PROGRAM: _____

Section II: To be completed by advisor

DATE ADMITTED: _____ Grades "B" or Better? Yes No Preapproved? Yes No Over 7-Year Limit? Yes No
 Regionally Accredited? Yes No Previous Master's Degree? Yes No Program Plan on File? Yes No

PREVIOUS CMU TRANSFER CREDIT Yes No _____

Student signature: _____ Date: _____ Advisor signature: _____ Date: _____

Department Signature: _____ Date: _____

Section III: To be completed by the Department/Program Director

- DENIED _____ is not comparable to _____.
- DENIED _____ is not comparable to _____.
- DENIED _____ is not comparable to _____, but transfer credit is granted for _____.
- Please submit a course outline for _____.
- _____ is denied transfer credit because it most closely resembles a prerequisite course. Prerequisite courses cannot be used on the program plan.
- Transfer credit granted for _____ can only be used on the program plan until _____. After that time it will be past the 7-year limit on graduate courses.
- Transfer credit is denied for _____ because this course will be past the 7-year limit on graduate courses at the time student will graduate.
- Transfer credit may only be used in the concentration.
- MSA only elective credit granted for _____ may only be used as the cognate. The cognate is the three (3) credit course that remains when a student takes five core courses, five concentration courses and MSA 699 (MSA only).
- May substitute recommended: _____

Other: _____

CMU GRADUATE TRANSFER POLICIES

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 the Department Chair or Program Director. Transfer credits are not considered in the computation of the student’s graduate grade point average. Graduate transfer credit must meet the following criteria:

A separate policy exists for the following: Students entering the Au.D. with a master’s degree in Audiology and significant, relevant professional experience. See the Au.D. program de-scription for details. Students in California are limited to six semester hours or prior learning credit according to California regulations. The ACE Guide is consulted, and its recommendations are generally, but not always followed. Coursework which is not transferable may be considered for prior learning credit.

1. Credits must have been earned at a regionally accredited higher education institution or one of recognized standing (at the time the credits were earned) as defined by the College of Graduate Studies.
2. The credits are not in violation of any pertinent university regulation, procedure, or policy;
3. The credits do not correspond to a course previously taken at CMU;
4. The credits were earned within the time limit for program completion. Credits from a prior graduate degree or certificate that are to be applied to a doctoral degree may be exempt for the time limit for doctoral degree completion (see individual program description);
5. The credits are appropriate to the student’s program and are not in conflict with credit limitation specified elsewhere in the Graduate Bulletin;
6. As certified on the official graduate transcript, courses must be at the graduate level.
7. The grade for the credits must be B or higher. Ungraded course work 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 transferable. At the discretion of the department, coursework that is not transferable may be considered for prior learning credit.
8. The student is in good standing (cumulative graduate GPA of 3.0 or higher) at the institution at which the credit was earned.
9. Doctoral degree students must have regular admission to their degree program;
10. The credits must be approved by the student’s academic advisor and Program Director or Department Chair.
11. Courses earned by correspondence will be eligible for graduate transfer credit unless otherwise stipulated in department admission requirements.
12. Transfer credits must be earned within the time limit for program completion and are not eligible for extension of time consideration.

GRADUATE TRANSFER CREDIT LIMITS – Maximum Transfer Credit Limits:

- Graduate Certificate: 6 credits (maximum of 6 semester hours from a previous or concurrent graduate degree or certificate can be transferred)
- Master’s Degree: Maximum of 50% (Only 30 credits on the 54-credit hour joint master’s degree program in history may be transferred into CMU.)
- Specialists’ Degree: 12 (if master’s degree was earned at CMU) 8 (if master’s degree not earned at CMU)
- Doctoral: At least 50 percent of the minimum required post-baccalaureate hours for a doctoral degree must be completed at CMU. Dissertation credits cannot be transferred.