

Transfer Graduate Credit Request [G3]

This form is to be used for students transferring in specific graduate coursework from another university as a part of the current UMSL degree. *Doctoral students using courses from a completed graduate program from another university towards the UMSL degree should indicate those courses on the D3 form – not this form.* If this form is found to contain inaccurate information at the Graduate School level – it will be corrected in regards to policy & official transcript information. Courses must fall within the appropriate time limit for the degree you are pursuing. Coursework older than 10 yrs will not be accepted for transfer. Undergraduate coursework cannot be transferred into a graduate program.

Student Name _____ Student Number: _____ Date: _____

I request to transfer the following courses & semester credit hours into my degree program, and I understand that they must meet the following requirements:

- Course must be graduate level by the enrolling university and taken as a graduate student
- A letter grade of at least a B- must be assigned. Courses without letter grades assigned cannot be transferred.
- If courses are in quarter hours – the hours listed below must reflect **semester credit hours**.
 - Quarter hours can be calculated by taking the number of credits multiplied by 0.67 and rounding up – for example:
 - 1 quarter hour = 0.7 semester hour
 - 2 quarter hours = 1.3 semester hours
 - 3 quarter hours = 2.0 semester hours
- **Official transcript[s] of the course[s] & grade[s] assigned is required**, if not, form cannot be processed & will be rejected.
 - The course information on this form should be identical as what appears on the transcript.
 - Grades for transferred course[s] will appear as CR on the UMSL transcript.
- Transfer coursework is limited to one-third of total hours in the degree program.
- Coursework older than 8 years must be accompanied by a justification document indicating:
 - How the student has maintained knowledge and expertise in the content area of the course.
 - Whether the student will take additional courses at UMSL to update the knowledge in the subject of the transfer course.

Course Dept.	Course Number	Course Name	Name of Outside Institution	Credit Hours	Semester Taken	Letter Grade

Total # of hours of transfer hours to be included in degree program _____ Total Number of hours in program _____
 [This is not to exceed one-third of total hours in degree program.]

 Student Signature and Date

 Faculty Advisor Signature and Date

 Graduate Program Director Signature and Date

 Graduate School Dean Signature and Date

After GPD signs, click Submit,
 the form will be attached to an email
 to GradSchoolForms@umsl.edu