

1. An official transcript must be included with the transfer of credit request form; an official transcript includes the official seal of the University. If the student has international transcripts, a copy of the original and its translation is acceptable. If the student obtains copies of transcripts from the department or the records office the copy must be certified as an unaltered copy of the original and must include both the front and back of the transcripts page. All transcripts will be returned, by the Graduate School, to the student's department.
2. Transcript Key. This is generally found on the back of the transcript. The Graduate School must be able to verify the course numbering system as well as any unusual grading systems. Therefore a transcript key or other description of these systems must be included with the transfer of credit request. Delays in the approval process can be expected if this information is not provided by the student.

Transfer credits from accredited institutions are accepted by CU Boulder only after approval by the department chair/program director and under the special conditions outlined below. Transfer credit is defined as any credit earned at another accredited institution, credits earned from another campus of the CU system, or credits earned as a non-degree student within the CU system. Students seeking a degree from the University of Colorado at Boulder must complete the majority of their coursework while enrolled in a graduate program as a degree seeking student.

3. Work already applied toward a graduate degree received from CU Boulder or another institution cannot be accepted for transfer toward another graduate degree of the same level at CU Boulder. In addition, work completed for a doctoral degree may not be applied toward a subsequent master's degree. Extension work completed at another institution cannot be transferred; and correspondence work, except to make up deficiencies, is not recognized.
4. All courses accepted for transfer must be graduate level courses. A course in which a grade of B- or lower was received will not be accepted for transfer. Coursework to be applied to a graduate degree at CU Boulder which was completed more than 5 years prior to acceptance to the program shall be evaluated by the major department as to current relevance and applicability to the degree requirements. At the discretion of the department a student may be asked to validate transfer credits prior to approval.
5. Credit may not be transferred until the student has completed, at the CU Boulder Graduate School, at least six credits of graduate level coursework as a degree-seeking student on the CU Boulder campus with a 3.0 GPA. Transferred credits do not reduce the residence requirement but may reduce the amount of work to be done in formal courses.
6. Excess undergraduate credits from another institution may not be transferred to the CU Boulder Graduate School.
7. With the exception of students enrolled in the Concurrent Bachelor's/Master's degree program, seniors at CU Boulder may transfer a limited amount of graduate level work (up to 9 semester hours) provided such work:
 - a. is completed with a grade of B or better at CU Boulder
 - b. has not been applied toward another degree
 - c. is recommended for transfer by the department concerned, and such transfer is approved by the Dean of the Graduate School
8. Coursework recommended for transfer must be comparable to work in similar courses at the University of Colorado. It is the responsibility of the student's department to determine whether course content is acceptable.
9. Any coursework completed in the United States must have been completed at an accredited University. International coursework will be evaluated by the International Admissions Team before the transfer request is considered by the Graduate School.
10. Quarter hour to semester conversion table:

Quarter hours	=	Semester hours
1		.67
2		1.34
3		2.0
4		2.68
5		3.35

11. Transfer credit limits:

M.A., M.S., M.E., M. Mus, M.Mus Ed.-----	9
Master's (courses taken at another CU Campus or as a non-degree student)-----	9
M.F.A.-----	18
PhD-----	21