

# Graduate Student Request for Transfer Credit

To request transfer credit from an accredited institution, the student will initiate the form and subsequent electronic workflow process on the Graduate School website.

**Before initiating the form, the student should meet with their faculty advisor to discuss the credits being requested for transfer. The student should also work with their Graduate Program Assistant to ensure that the official transcript for the courses has been [submitted to CU Boulder Office of Admissions](#).**

If the advisor requests additional information, (e.g. syllabi or a transcript), the student can provide that in advance or can prepare the documents to attach to the form. It is essential to collect this information in advance, as it is not possible to save the form and continue later after initiating it.

The landing page defines transfer credit and gives students information about associated policies. Note that different transfer policies apply to students participating in CU Boulder on Coursera programs (B3), and the form and process below does not apply.

## Transfer of Credit Request and Degree Audit Applicability

### Transfer of Credit information

Transfer credit is defined as any credit earned at another accredited institution, credits earned on another campus of the CU system, or credits earned as a non-degree student within the CU system. The following limits apply:

- Master's student: 9 semester hours
- MFA student: 18 semester hours
- Doctoral student: 21 semester hours
- Students who took courses as a non-degree student toward a CU Boulder graduate certificate: 24 semester hours

Transfer credits from accredited institutions are accepted only after approval by the graduate program and the Graduate School, and must meet the following standards to be considered:

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. Courses applied toward an undergraduate degree may not be transferred to the CU Boulder Graduate School.

All courses accepted for transfer must be graduate level courses. The course grade must be B or higher. Transfer course work which is to be applied to a graduate degree at CU Boulder and was completed more than 5 years prior to being accepted to the program shall be evaluated by the major department as to current relevance and applicability to the degree requirements.

Credit may not be transferred until the student has completed 6 credits of graduate level course work as a degree-seeking student on the CU Boulder campus with a 3.0 GPA.

Additional information can be found in the [Graduate School Rules](#). Please also consult department/program policies. Individual programs may have more restrictive limits or guidelines surrounding course content.

It also explains the endorsements and information which will be needed to complete the form, along with the submission and workflow process.

**Endorsements needed**

Students will need to provide the following information to proceed:

- The name and colorado.edu e-mail address of their faculty advisor
- The name and colorado.edu e-mail address of the director of graduate studies for their program. (In some cases this will be the associate chair or associate dean. If you do not have this information, please ask your graduate program assistant.)

**Information needed for form**

Carefully review the transcript from the institution where the courses were taken so that you can provide:

- Formal name of institution
- Course number, title, term/year the course was taken, and grade earned
- Number of credits listed on transcript and any conversion necessary to semester hours
- Supporting documentation (if necessary)

**Submission and routing information**

Work with your faculty advisor and graduate program assistant in advance of submitting the form to ensure that the course content has been reviewed and approved, providing transcripts and/or syllabi as requested, and to ensure that an official final transcript is available in your student record. You will receive notification upon submission of the request form, and then your graduate program assistant will receive the form to review and provide additional information. Next, your request for transfer will be routed to your faculty advisor and graduate director using the e-mail addresses provided. Your request may also be reviewed by International Admissions or by an undergraduate dean's office if necessary. After review by the Graduate School, the student and program will receive notification.

Students will be directed to provide the following information on the landing page. They will first select the college where their unit is housed (and in some cases the division).

**Please Complete the Following:**

**Select the college where your unit is housed: \***

College of Arts & Sciences ▼

**Please Select the A&S Division: \***

Arts & Humanities ▼

The extension must be endorsed by both the faculty advisor and the director of graduate studies (DGS), or in some cases Associate Dean, and the student will be asked to provide relevant names and e-mail addresses. Students may need the assistance of their graduate program assistant (GPA) to identify the graduate director in their program.

<b>Student Information:</b>
<b>Student ID (9 Digits) *</b>
<input type="text" value="000000000"/>
<b>First Name *</b>
<input type="text" value="Ralphie"/>
<b>Last Name *</b>
<input type="text" value="Buffalo"/>
<b>Campus Email *</b>
<input type="text" value="ralphie.buffalo@colorado.edu"/>
<b>Faculty Advisor Information:</b>
<b>Name (First &amp; Last) *</b>
<input type="text" value="Faculty Advisor"/>
<b>Campus Email *</b>
<input type="text" value="faculty.advisor@colorado.edu"/>
<b>Graduate Director Information</b>
<b>Name (First &amp; Last) *</b>
<input type="text" value="Graduate Director"/>
<b>Campus Email *</b>
<input type="text" value="graduate.director@colorado.edu"/>
<input type="button" value="Next"/>

The student will need to select their program based upon the college previously supplied. After making this selection, the student will be directed to the form itself.

## Transfer of Credit Request and Degree Audit Applicability

### Arts & Humanities

Please select your program from the list below.

[Art History](#)

[English & Creative Writing](#)

[Philosophy](#)

[Art Practices](#)

[Experience Design](#)

[Religious Studies](#)

[Asian Languages & Civilizations](#)

[French](#)

[Russian Studies](#)

[Classics](#)

[German Studies](#)

[Spanish](#)

[Dance](#)

[History](#)

[Theatre & Performance Studies](#)

If your program is not listed, return to previous & select "Interdisciplinary" or a different A&S Division.

[Previous](#) [Submit](#)

## Section 1: Instructions and workflow information

The student's basic information will populate from the landing page- name, SID, and program. Section 1 provides additional information.

Student Name Ralphie Buffalo Student ID 000000000 Graduate Program Art History

Requests for transfer credit must meet all requirements as described on the landing page and in Graduate School rules and must be approved by both the graduate program and the Graduate School.

**Section 1: Instructions and workflow** (view column headers and enter information as applicable)

- Student shall supply information regarding credit to be transferred; course information should be entered below, one institution per grid (to request transfer credit for more than two institutions, complete two separate forms)
- Graduate Program Assistant shall review and supply information regarding degree audit applicability
- Student's faculty advisor and Director of Graduate Studies shall review and endorse request if appropriate
- Form will be directed to International Admissions and/or a CU Boulder undergraduate college for review if necessary
- Graduate School shall review request for approval

# Section 2: Transfer of Credit Request

## Course information from transcript

On the form, students will enter information about the courses requested for transfer by filling out the grid in section 2. Provide the institution name, select the degree to which the requested transfer would apply, and fill out the first six columns in the grid- “Course and prefix number” through “Equivalent semester hours”.

Review the transcript to see if the institution awards credit in semester hours. If the institution uses a different credit system (a [quarter system](#), or [international credit system](#) for example), you will need to list the credit number as shown on the transcript and also convert the credits to semester hours for the sixth column. (Note that the number of equivalent semester hours approved may be adjusted by the Graduate School before approval if the conversion is incorrect).

Section 2: Transfer of Credit Request							
Formal Institution Name: <input type="text" value="University of a State"/>							
Transfer of Credit to be Applied to (Check One): <input type="radio"/> Master's Degree <input checked="" type="radio"/> Doctoral Degree <input type="radio"/> Both Master's and Doctoral Degree							
Student	Student	Student	Student	Student	Student	Graduate Program	Graduate School
Course prefix and number	Course Title (abbreviate if necessary)	Term/Year taken	Grade Earned	Credits listed on transcript	Equivalent Semester Hours (if conversion necessary)	Area of Degree Audit applicability	Semester Hours approved
BSKT 5000	Basketweaving, Graduate	Spring 2020	A	4	2		
BSKT 5001	Basketweaving, Underwater	Fall 2020	A	4	2		

If you are requesting to transfer credit from two different institutions, use the second grid to provide information from the second institution. If you are requesting transfer of credit from more than two institutions, fill out the form a second time to request transfer from the third institution or beyond.

## Additional Transfer Information:

You will need to make a number of selections on the form regarding the transfer of credit being requested. Detailed information related to each item is below.

Please mark any of the following which apply to the courses requested for transfer. For additional information related to the selections below, consult instruction guide.

Courses were taken at an international institution  Yes  No

Courses were taken while you were classified as an undergraduate student at CU Boulder  Yes  No

A bachelor's degree was earned but courses were not used toward degree\*  Bachelor's degree was not earned after courses taken

Select the school/college in which you earned your undergraduate degree \_\_\_\_\_

Courses were taken while you were classified as an undergraduate student at an institution other than CU Boulder  Yes  No

A bachelor's degree was earned but courses were not used toward degree\*\*  Bachelor's degree was not earned after courses taken

Courses were taken as a graduate student in a completed degree program of the same degree level, or in a completed

doctoral program. (If the degree was *not* awarded at a previous institution, this does not apply.)+  Yes  No

To provide any other supplemental information necessary to consider your request, attach documentation here:



**Student: After entering all course information and making selections above, click "finish" in top right corner to route the form for review.**

### 1. International credits

If the courses were taken at an international institution, mark the appropriate button. This will ensure that your request is evaluated by an expert in International Admissions as part of the workflow.

### 2. Courses taken while at undergraduate status

Per Graduate School Rules, *Courses applied toward an undergraduate degree may not be transferred to the CU Boulder Graduate School.* Thus, you may only transfer courses taken while at undergraduate status if they were NOT applied toward an awarded undergraduate degree. If this is the case, and the course meets all standards for transfer (e.g. taken at graduate level, received grade of B or better etc.), complete this section.

**a. Undergraduate status: courses taken at CU Boulder**

If your course was taken while at undergraduate status while at CU Boulder and you DID EARN a bachelor’s degree, you will need to select the undergraduate college through which your degree was awarded. This will ensure that your request is reviewed by the undergraduate dean as part of the workflow to certify that the course wasn’t used toward the degree. Be sure to consult your records or your undergraduate advising documents/degree audit before completing the request.

Courses were taken while you were classified as an undergraduate student at CU Boulder  Yes  No

A bachelor’s degree was earned but courses were not used toward degree  Bachelor’s degree was not earned after courses taken

Select the school/college in which you earned your undergraduate degree

\*Form will be routed to your undergraduate dean’s office for verification that the course was not used toward the degree.

Courses were taken while you were classified as an undergraduate student at CU Boulder  Yes  No

A bachelor’s degree was earned but courses were not used toward degree  Bachelor’s degree was not earned after courses taken

Required - School/College

- select --
- select --
- College of Arts & Sciences
- Leeds School of Business
- School of Education
- College of Engineering and Applied Science
- College of Media, Communication and Information
- College of Music

If your courses were taken while at undergraduate status at CU Boulder but you DID NOT EARN a bachelor’s degree, and the courses meet all standards for transfer, mark the appropriate button. No additional review will be needed.

**b. Undergraduate status: courses taken at a different institution**

If your course was taken while at undergraduate status while at a different accredited institution and you DID EARN a bachelor’s degree, mark the appropriate button and you will be directed to attach a letter, memo, or official e-mail from that institution. This letter from your undergraduate dean’s office or the Registrar’s Office must certify that the course was not applied toward your undergraduate degree. Be sure to consult your records or your undergraduate advising documents from that institution before requesting a letter.

Courses were taken while you were classified as an undergraduate student at an institution other than CU Boulder  Yes  No

A bachelor’s degree was earned but courses were not used toward degree\*\*  Bachelor’s degree was not earned after courses taken

\*\*Attach a letter or e-mail from your undergraduate institution’s dean’s office or Registrar’s Office, certifying that the courses were not used toward your bachelor’s degree. (Required attachment field if above is selected)

If your courses were taken while at undergraduate status at a different accredited institution but you DID NOT EARN a bachelor’s degree, and the courses meet all standards for transfer, mark the appropriate button. No additional review will be needed.

### 3. Courses taken as part of a graduate program

Per Graduate School Rules, *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.*

#### a. Courses taken in master's level program to transfer to doctoral level program

If the courses were taken as part of a master's level degree program and they meet all standards for transfer, they can be used toward a doctoral level degree at CU Boulder without additional review- select no in this section.

#### b. Courses taken in a degree program of same level

If the courses were taken as part of a completed graduate program of the same level for which you are requesting transfer, and you DID EARN the degree (e.g. master's program to master's program), they can only be used if they were not applied toward that degree. If this is the case, mark the appropriate button and you will be directed to attach a letter, memo, or official e-mail from that institution, your graduate dean's office or the Registrar's Office, to certify that the course was not applied toward your graduate degree. Be sure to consult your records or your advising documents from that institution before requesting a letter.

#### c. Courses taken in a completed doctoral program

If the courses were taken as part of a completed doctoral program, and you DID EARN the degree they can only be used if they were not applied toward the doctoral degree. If this is the case, mark the appropriate button and you will be directed to attach a letter, memo, or official e-mail from that institution, your graduate dean's office or the Registrar's Office, to certify that the course was not applied toward your graduate degree. Be sure to consult your records or your advising documents from that institution before requesting a letter.

Courses were taken as a graduate student in a completed degree program of the same degree level, or in a completed doctoral program. (If the degree was *not* awarded at a previous institution, this does not apply.)+  Yes  No 

+Attach a letter or e-mail from your previous institution's dean's office or Registrar's Office, certifying that the course(s) were not used toward the graduate degree. (Required attachment field if above is selected)

To provide any other information necessary to consider the request, use the optional attachment feature at the end of the form. After reviewing selections above, click “finish” in the top right corner to route the form for review.

To provide any other supplemental information necessary to consider your request, attach documentation here:



**Student: After entering all course information and making selections above, click “finish” in top right corner to route the form for review.**

## Section 3: Review and Approval

Upon submitting a form, the student will receive a notification that the form has been routed. The form will be directed to the Graduate Program Assistant at the general graduate e-mail address (sample e-mail below). The GPA should first review the request to ensure that the official transcript (with final grade for the courses in question) is stored in OnBase.

### PRIVATE MESSAGE

The above-named graduate student has submitted a request for **transfer** credit. Please review the student’s record to ensure that they have completed at least six credits after admission to the program with a cumulative GPA of 3.0. Please ensure that the official transcript showing the course and final grade is available in OnBase and review the courses to verify that they are graduate level, have a grade of B or better, and meet all standards for **transfer**. For each course requested for **transfer**, please complete the “degree audit area” column with the appropriate information. Additional information may be attached to this request. Please click the “review documents” button to review and complete the steps to sign after checking and entering information. The request will also be reviewed by International Admissions (if applicable) before review by the Graduate School.

The GPA will be directed to fill out the “Area of Degree Audit applicability.” For the student’s degree program, add information to the column for each individual course to identify the area in the student’s audit where the course should apply (e.g. elective, core, etc.). This will allow the student’s degree audit to be more accurate and complete.

Formal Institution Name: University of a State

Transfer of Credit to be Applied to (Check One):  Master's Degree  Doctoral Degree  Both Master's and Doctoral Degree

Student	Student	Student	Student	Student	Student	Graduate Program	Graduate School
Course prefix and number	Course Title (abbreviate if necessary)	Term/Year taken	Grade Earned	Credits listed on transcript	Equivalent Semester Hours (if conversion necessary)	Area of Degree Audit applicability	Semester Hours approved
BSKT 5000	Graduate Basketweaving	Spring 2020	A	4	2	General Elective	
BSKT 5001	Basketweaving Underwater	Fall 2020	B	4	2	Out of area Elective	

The faculty advisor will then receive the request for transfer credit (sample e-mail below). They should review the form and any attached documentation to ensure that the courses listed meet program standards and are within allowed limits. The advisor can make notes if desired and must sign the form to direct the form to the DGS for review. The DGS should then follow the same process to review and sign if appropriate.

**PRIVATE MESSAGE**

The above-named graduate student has submitted a request for **transfer** credit. As the faculty advisor, your endorsement is necessary for consideration by the Graduate School. Please review the courses and credits listed in the request to ensure that the course content is appropriate for the student's graduate degree and that the course(s) are graduate level, have a grade of B or better, and meet all standards for **transfer**. If transcript or syllabus is necessary for your review, please confer with the graduate program assistant in your unit or the student directly. Additional information may be attached to this request. Please click the "review documents" button to review and complete the steps to sign if you endorse the request. The request will also be reviewed by the Director of Graduate Studies in your unit and (if applicable) International Admissions before review by the Graduate School.

The faculty advisor, Director of Graduate Studies, and GPA all have the ability to update the shared fields on the grid if it was filled out incorrectly (e.g. correct the number of credit hours shown on the transcript etc.) Note that a text box will appear upon opening the form and the fields will be pink even if nothing has been changed about the form.

The form will then be directed to the Office of the Dean of the Graduate School for review. The Graduate School will review the request, any attached documentation, international evaluation (if applicable), and endorsements. The GS will work directly with the graduate program if there are questions or concerns to be addressed, and (once approved), will enter the number of credit hours approved for each course in the last column of the grid. The end of the form will show the total number of credits approved for transfer and toward which degree, along with any additional comments.

Formal Institution Name: University of a State

Transfer of Credit to be Applied to (Check One):  Master's Degree  Doctoral Degree  Both Master's and Doctoral Degree

Student	Student	Student	Student	Student	Student	Graduate Program	Graduate School
Course prefix and number	Course Title (abbreviate if necessary)	Term/Year taken	Grade Earned	Credits listed on transcript	Equivalent Semester Hours (if conversion necessary)	Area of Degree Audit applicability	Semester Hours approved
BSKT 5000	Graduate Basketweaving	Spring 2020	A	4	2	General Elective	2
BSKT 5001	Basketweaving Underwater	Fall 2020	B	4	2	Out of area Elective	1

Upon completion of the form, a copy will be sent to the student and the general graduate e-mail address in the program. All endorsements and optional comments will be **visible to the student** and program after completion of the form. An example of a completed review and approval section follows.

Note that DocuSign requests cannot be sent back for additional information or changes. If the form needs to be altered for any reason, a signer may decline to sign. However, the student must then initiate a new request. Anyone who declines an extension request should e-mail the student separately, explaining the reasons, the additional information necessary, and that a new form must be initiated.

**Section 3: Review and Approval**

Graduate Program:

The courses listed above meet program standards and are within allowed limits. Official final transcript is included in OnBase for the courses requested for transfer\* and area of degree audit applicability has been explained above.

\*If official final transcript is not available in OnBase, it must be sent to [HERE](#)

Name Art History Signature  Date Signed 5/26/2023

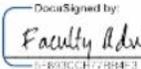
Comments (Optional):

Degree Audit- electives

Faculty Advisor and Director of Graduate Studies:

The courses listed above meet program standards and are within allowed limits. If student has attached a request for exception to the Graduate School's Transfer of Credit standards, we have reviewed the circumstances presented and support this request.

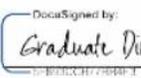
Faculty Advisor:

Name Faculty Advisor Signature  Date Signed 5/26/2023

Comments (Optional):

This course meets requirements for an elective.

Director of Graduate Studies:

Name Graduate Director Signature  Date Signed 5/26/2023

Comments (Optional):

Approved.

Graduate School Approval:

Name Graduate School Signature  Date Signed 3/13/2023

3 Total credits approved for transfer toward Doctoral

Comments

Per transcript, Basketweaving Underwater is worth just 1 semester hour. Approved 3 total credits for doctoral degree only (applied to master's degree at University of a State).

# Additional Information

## Quarter to Semester Hour Conversion

“CU Boulder operates on a semester system... Course credits from quarter system institutions must be converted from quarter hours to semester hours or credits. One quarter credit is equivalent to two-thirds of a semester credit. To convert quarter hours to semester hours, multiply the number of quarter hours by two-thirds and round off the total to the nearest tenth. For example, 4 quarter hours  $\times \frac{2}{3} = 2.67$  or 2.7 semester hours of credit, or 3 quarter hours  $\times \frac{2}{3} = 2$  semester hours of credit”.

(Information from [CU Boulder undergraduate catalog](#))

## International Credit Evaluation and ECTS credits

Information about evaluation of international credits and conversion of ECTS credits can be found in the Graduate School [FAQs](#) under “Transfer Credit.”

## Submission of Official Transcripts

Transcripts for domestic applicants should be sent directly from the issuing school or institution to [gradprocessing@colorado.edu](mailto:gradprocessing@colorado.edu), and for international applicants the official transcripts should go directly from the school to [intlgrad@colorado.edu](mailto:intlgrad@colorado.edu). If the issuing institution is unable to electronically send official transcript directly to our Admissions processing teams, contact [gradprocessing@colorado.edu](mailto:gradprocessing@colorado.edu) for further instructions. Additional information can be found on the Graduate School [website](#).

## Graduate School Rules

Detailed policies regarding transfer of credit can be found in [Graduate School Rules](#).