

University of Colorado
Boulder

Transfer of Credit Policies (no change)

- Defined as credit earned at another accredited institution, another CU campus, or as a non-degree student
- Existing limits apply
- Transfer cannot have been applied to an undergraduate degree, graduate degree of the same level or from completed doctoral degree toward a subsequent master's degree
- Courses must be graduate level, earned grade of B or better
- Student must complete 6 credits with 3.0 GPA before requesting transfer

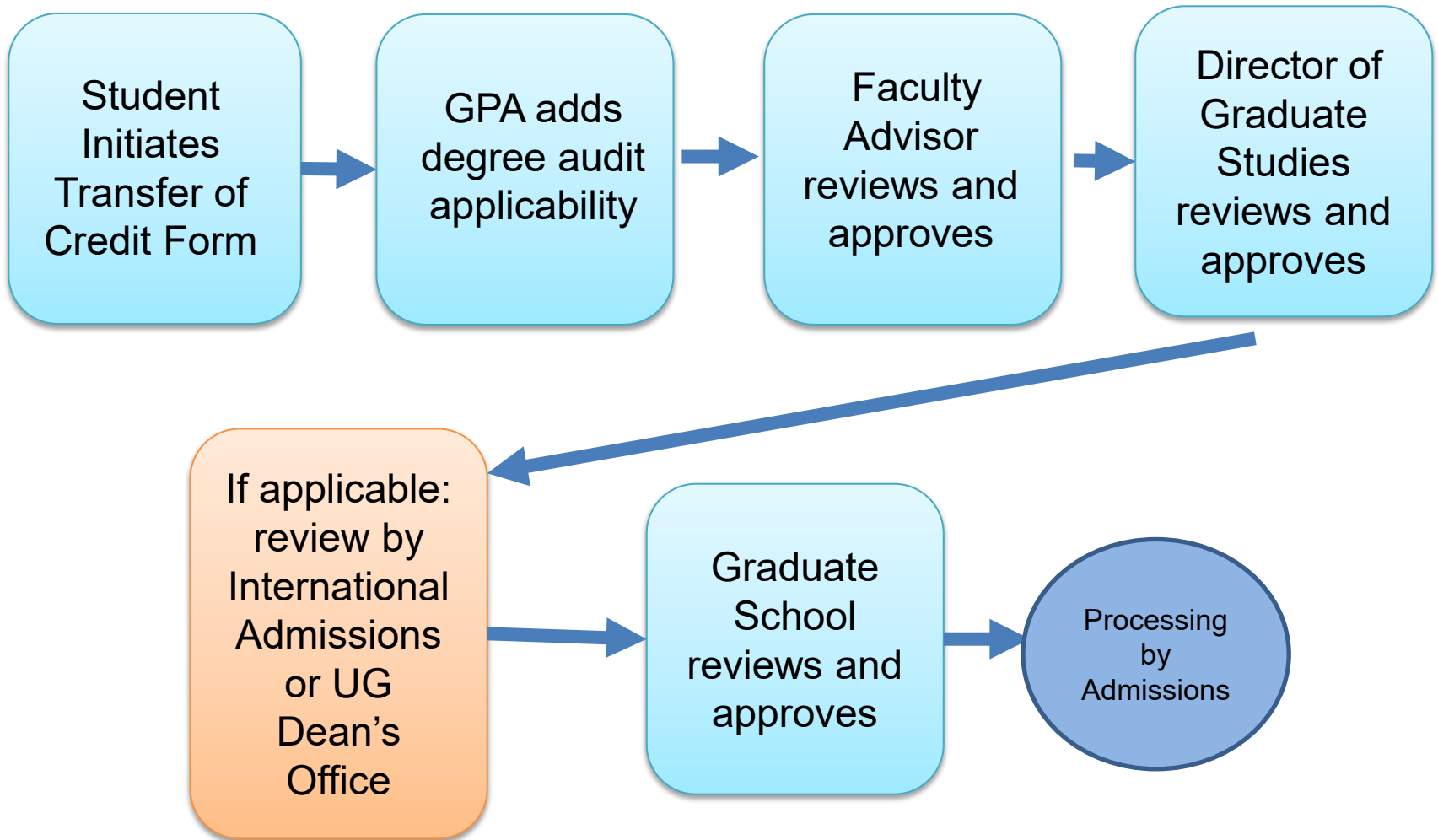


Updated and Improved Process

- Transition to DocuSign form with workflow
- Identification of area of degree audit applicability by GPA
 - Submission of transfer form for non-degree and other CU campus work to allow for correct and complete degree audits
- Form requires review and endorsement of faculty advisor and DGS
- Allows for streamlined review of International admissions and UG dean's office where necessary



Transfer of Credit Process



Landing Page and Form Section 1

- Before initiating form, student should discuss requested transfer with GPA/ Faculty Advisor

Landing page includes:

- Transfer information
- Endorsements needed
- Information to gather in advance
- Submission and Routing information

Student will need to:

- Provide contact info for faculty advisor and DGS
- Select college and program from list

Information from landing page will populate to the form in Section 1



Form Section 2: Course Information

- Student will enter information about courses requested for transfer:
 - Institution name
 - Degree to which transfer would apply
 - Prefix/Course Number, Term/Year, Grade
 - Credits: listed on transcript and equivalent semester hours
- Student makes selections to provide additional information:
 - International credits
 - Courses taken at UG status
 - Courses taken in another graduate degree program



Form Section 2: Course Information

Section 2: Transfer of Credit Request

Formal Institution Name:

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	Basketweaving, Graduate	Spring 2020	A	4	2		
BSKT 5001	Basketweaving, Underwater	Fall 2020	A	4	2		

Form Section 2: Additional Information

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.



Additional Information Directs Workflow

- If courses were taken at international institution
 - Form directed to International Admissions
- If courses were taken as an undergraduate at CU Boulder, degree awarded
 - Student selects college
 - Form directed to undergraduate dean's office
- If courses were taken as an undergraduate at another institution, degree awarded
 - Student must attach documentation from institution
- Courses were taken in a completed graduate program of same level or doctoral
 - Student must attach documentation from institution



Form Section 3: Review and Approval

- GPA: Ensure transcript is in OnBase and request is correct; based upon student's plan, use the column to add degree audit applicability
- Faculty Advisor and DGS: Review student's request and endorse if appropriate
 - Note that unit and Graduate School can update fields if course information or credits are incorrect
- If applicable: Review by Int'l Admissions or UG Dean's Office
- Graduate School: Review and Approval
- Admissions Processing: Transfer of Credit processing



Degree Audit Applicability

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	

Form Section 3: Review and Approval

Section 3: Review and Approval

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 3/13/2023

Comments (Optional):

This course meets requirements for an elective.

Director of Graduate Studies:

Name Graduate Director Signature  Date Signed 3/13/2023

Comments (Optional):

Approved.

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 [graduate admissions processing](#).

Name Art History Signature  Date Signed 3/13/2023

Comments (Optional):

Degree audit- electives.



Form Section 3: Graduate School Approval

- After submission by unit, form reviewed by others as necessary and then by Graduate School
- Will contact you as necessary to resolve any issues
 - Could hold the form until we can approve or make changes as requested
 - Adjustment of credit hours, courses listed or approved, or degree to which credits can apply after agreement with program
 - Could void if necessary

Graduate School Approval:

Name Graduate School Signature Graduate School 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).

Tracking Form

The screenshot displays the DocuSign eSignatr interface. On the left is a sidebar with navigation options: SHARED ACCESS, NEW, ENVELOPES (Inbox, Sent, Drafts, Deleted, Bulk Send, PowerForms), and QUICK VIEWS (Action Required, Waiting for Others, Expiring Soon, Completed, Authentication Failed). The main area shows a 'Signing Order Diagram' with a vertical flow of steps:

- SENT BY: GS
- 1: RB
- 2: AH and RB (parallel steps)
- 3: FA
- 4: GD
- GS (at the bottom)

A 'CLOSE' button is located at the bottom of the diagram window.

You can view status and see where form is awaiting review in your graduate program DocuSign account (use general graduate e-mail address and password).

Next Steps and Questions



Email: gradinfo@colorado.edu