

Date _____

University of Colorado at Boulder
Graduate School

REQUEST FOR TRANSFER OF CREDIT

This request must be accompanied by an original transcript and a transcript key

Rules and regulations regarding the transfer of credit are described on the back of this form and must be met before the request will be considered by the Graduate School. Both the department and the Graduate School must approve all transfer requests. Acceptance of transfer credit should not be considered final until the Graduate School has approved the request.

1. Student's Name _____ 2. Student ID # _____
3. Department _____ 4. Degree to which transfer is applying MAS DOC BOTH

Institution	Title of Course	Course #	Grade	Sem. Hrs.	Sem/Year taken

This Section Must be Completed by the Department

5. Current CU Boulder cumulative graduate GPA _____ 6. Regular Admit? Yes No Provisional Admit? Yes No
7. Total # of semester hours being transferred? _____ Within transfer limits? Yes No
If this request exceeds the normal transfer limits described on the back of this form, there must be a petition for an exception to the rules attached to this request. (Petition should be written by student & must be endorsed by dept.)
8. Academic Calendar used by institution from which courses are being transferred? Semester Quarter
9. Graduate level courses are numbered at the _____ level by the institution from which courses are being transferred.
E.g. Graduate courses are numbered 2xx, 5xx, 5xxx, 6xxx etc.
10. Were graduate courses taken while student was enrolled in a Bachelor's degree program? Yes No
If yes, bottom left section of this form must be completed to certify that the coursework was not applied to the Bachelor's degree
11. Have the courses being used toward MAS degree been completed within 5 years? Yes No If not, does the department require that these courses be validated? Yes No If applicable, attach validation forms to this request.

Student's Faculty Advisor _____
signature _____ date _____

Department Representative
(Chair, Grad. Director etc.) _____
signature _____ date _____

<p>To be completed by the student's undergraduate college or school if courses listed above were taken as an undergraduate:</p> <p>I certify that the courses listed were not used toward a bachelor's degree by the above named student.</p> <p>_____ Signature of Dean of school or college _____ date _____</p> <p>_____ Printed name and title of Dean of school or college</p>	<p>To be completed by the Dean of the Graduate School</p> <p>Number of credit hours approved for transfer _____</p> <p>_____ Dean of the Graduate School _____ date _____</p>
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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