

Transfer Undergraduate Credits to Graduate Transcript Form

Student Name: _____ ID#: _____ Date : _____

Applying Undergraduate Level Credits Toward an Advanced Degree:

Undergraduate-level credits (400 level) taken as a graduate student are automatically placed on an undergraduate transcript and may not be used toward a graduate degree except under the following circumstances:

1. The courses must be approved by the student’s graduate student advisory committee as evidenced in the program of study and by the department head or program coordinator.
2. The student must have earned a B grade or better in any 400 level course which is to be credited toward advanced degree requirements. (See also individual department restrictions on 400 level courses.)
3. The student cannot apply any credit hours or grades for 100 - 300 level courses (which are usually taken to overcome academic deficiencies) toward advanced degree requirements. If, in the opinion of the student’s advisor, major professor, and graduate student advisory committee, progress in these courses is unsatisfactory, additional work may be required to demonstrate proficiency.
4. The number of undergraduate credits that may be applied toward a master’s degree is limited to 9 hours.
5. The number of undergraduate credits not used to fulfill requirements for the undergraduate degree that may be applied toward a PhD degree is limited to 12 hours if the student started the Ph.D. from a baccalaureate degree, or 6 hours if the student started the PhD after earning a master’s degree.
6. If the course to be transferred includes a co-requisite lab, include the lab in the course number, e.g. CHEM 447/447L.

Student Signature: _____ Date: _____

Course Number	Course Name	Semester & Year taken	Credit Hours	Grade Received

Thesis and PhD students must file a Program of Study. **Please check one:**
 Non-thesis MS Program of Study is attached Program of Study is on file in the Graduate Office

Comments:

Advisor/Major Professor Signature	Print name	Date
Dept. Head or Program Coordinator Signature	Print name	Date
Dean of Graduate Education Signature	Print name	Date