



HORACE H. RACKHAM SCHOOL OF GRADUATE STUDIES

University of Michigan

STUDENT SERVICES: ACADEMIC RECORDS & DISSERTATIONS

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REQUEST FOR TRANSFER OF CREDIT TO A MASTER'S OR PROFESSIONAL DEGREE PROGRAM

A student must complete at least eight (8) hours of graded graduate level coursework in Rackham and have a 5.0 or better cumulative grade point average before requesting a transfer of credit. PLEASE NOTE: If an official final transcript from the institution you wish to transfer credit from is not attached, please request that one be sent to the OARD Specialist at the address above.

Student Name: _____ Program Name: _____

Student Address: _____ Student ID: _____

_____ Phone/Email: _____

Last Enrolled in Rackham: Term _____ Year _____

A maximum of six hours of credit may be transferred for approved graduate level courses taken with a grade of B or better from any combination of: (Please see the student handbook for more information. <http://www.rackham.umich.edu/StudentInfo/Publications/GSH/html/contents.html>)

- A. Graduate Extension courses from the University of Michigan, Wayne State University, Michigan State University, Western Michigan University, Central Michigan University, Eastern Michigan University, Northern Michigan University, and Oakland University.
- B. Graduate courses taken in residence in an organized graduate school of another accredited institution. Credit will be transferred only upon (1) written application from the student; (2) receipt of an official transcript from the unit giving the courses; and (3) approval of the graduate chair.
- C. Courses cannot be transferred for credit if - , (a) already applied toward a degree; (b) taken more than five years before beginning the present Rackham program; (c) a grade below B was earned; or (d) the student's over-all average in residence work is less than a B.
- D. Transferred courses will not carry the grade or honor points to the Rackham record; thus, it will not affect the student's cumulative GPA; (e) total credit hours transferred from all sources must not exceed one-half of the minimum credit hour requirement for the Master's degree.

Courses and credit hours requested to be placed on my Graduate School record:

	Title	Course Number	Hours	Institution
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____

Student Signature

Date