

**University of Colorado Colorado Springs
Graduate School
REQUEST FOR TRANSFER OF CREDIT**

To the Student:

Complete this form and obtain signatures as indicated below. Return the form with a copy of an official transcript to the Graduate School. Conditions listed below must be fulfilled before the request can be acted upon by the Dean of the Graduate School.

1. A copy of an official transcript showing courses recommended for transfer must accompany this request. Courses recommended for transfer may only be courses that would be applicable towards a graduate degree at the institution at which the courses were taken.
2. A statement confirming that the courses were not used toward a bachelor's degree is necessary if the courses recommended for transfer degree may be used toward a doctoral degree.
3. Courses used toward one master's degree cannot be used toward another master's degree; appropriate courses used toward a master's degree may be used toward a doctoral degree.
4. Grades in the courses recommended for transfer must be no lower than B.
5. Institutions from which courses are recommended for transfer must be accredited.
6. Transfer credits must be listed by semester and year taken; to convert quarter hours to semester hours multiply the number of quarter hours by 2/3.
7. Student must have satisfactorily completed at least one semester in Graduate School at the University of Colorado Colorado Springs as a Regular Degree student before transfer of credit is recommended.
8. Student's grade point average on all work taken in Graduate School at the University of Colorado Colorado Springs must be no lower than 3.00.
9. Transfer credits may be applied to a graduate degree only with the approval of the program director/advisor. Each program will establish, with the concurrence of the Graduate School Policies & Procedures, the maximum number of semester hours (9 credit hours) that may be transferred from another accredited institution and applied toward the graduate degree, upon approval of the Graduate School Dean.
10. If a student is requesting transfer credit to use toward a master's degree, and these courses were taken more than 6 years prior to graduation then these must be validated. Validation is determined by each department with approval of the Dean of the Graduate School.
11. Courses recommended for transfer must be equal in level to courses applicable towards a degree at UCCS in which student intends to complete.

Dean of the Graduate School

DATE _____

University of Colorado Colorado Springs

Student's Name: _____ Student #: _____

A candidate for the degree _____ has requested that graduate work from the institutions listed below be transferred to his/her record at the University of Colorado. It is recommended that the following courses be transferred:

<u>Institution</u>	<u>Title of Course</u>	<u>Course#</u>	<u>Grade</u>	<u>Sem. Hrs.</u>	<u>Year taken</u>
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Recommended by (Graduate Program Director/Advisor) _____ Date _____

Recommended by (Department chair) _____ Date _____

Recommended by (Dean of College if applicable) _____ Date _____

Request for above transfer of credit approved:

Dean of Graduate School _____ Date _____

Updated: 1/1/12