

## **TRANSFER OF CREDIT INFORMATION**

In order to recognize graduate credits earned in other accredited institutions of higher education, and in other schools and colleges of the University of Michigan, the Graduate School has formulated a policy that provides for the transfer of graduate credit to its master's degree program. Credit may be transferred in accordance with this policy only if it is to be used to meet master's degree requirements.

Course credits must be transferred in total or not at all. The transferred credit appears on the Rackham academic record but the associated grades received for this credit do not appear and are not computed in the student's cumulative GPA. Credit from all quarter-system schools will be transferred according to the standard ratio of two semester hours for three quarter hours or two-thirds of a semester hour for each quarter hour.

The Graduate School differentiates between two types of course credit that may be transferred.

- Graduate credits completed in residence at another accredited institution (that is, not at the University of Michigan); or
- Non-Rackham graduate credits completed on-campus in another University of Michigan School or College, e.g., School of Public Health.

### **Outside Institution Transfer Of Credit Policy**

The policy governing transfer of graduate credit completed in residence at another accredited institution is as follows:

Up to six (6) *semester* hours required for a master's degree program may be transferred from any combination of the above institutions to a student's Rackham record. The transferred credit appears on the Rackham academic record but the associated grades received for this credit do *not* appear and are not computed in the student's cumulative GPA. Such credit may be transferred only for approved graduate-level courses and if all of the conditions below are met.

### **University of Michigan System Transfer Of Credit Policy**

The policy governing transfer of graduate credit completed on-campus in another University of Michigan school or college, is as follows:

Up to one-half (1/2) the minimum number of credit hours required for a master's degree program may be transferred to a student's Rackham record from both category one and two sources combined. Such credit may be transferred only for approved graduate-level courses and if all of the conditions below are met.

### **Conditions That Must Be Met To Transfer Credit**

- a. Student must be in a current master's degree program.
- b. Attainment of a grade point average of 5.0 or better in eight or more credit hours of graduate-level, letter-graded, residence work in the Rackham Graduate School.
- c. Student must have submitted official final undergraduate transcripts/credentials and have the undergraduate degree posted to their Rackham record.

- d. Submission of the completed transfer of credit form signed by the student and the department or program graduate chair signifying approval; along with a current official final transcript from the institution you wish to transfer the credit from, to Academic Records and Dissertations. Note: if transferring from the University of Michigan, an unofficial transcript is acceptable.

#### **Courses Cannot Be Transferred For Credit If:**

- a. Already applied in whole or in part, in any way, toward any undergraduate degree, graduate degree or a certificate.
- b. Credit(s) will be applied in whole or in part, in any way, towards any current or future non-Rackham degree or certificate.
- c. Taken more than five years before enrollment in the present Rackham master's program.
- d. A grade below "B" was earned.
- e. Graduate level work was not done.
- f. Extension, continuing education, or online learning.

#### **Courses Taken As An Undergraduate Student**

Courses taken while enrolled as an undergraduate may be reviewed for transfer to the Student's graduate record if:

- a. The courses have been approved for graduate credit by the graduate school of the institution
- b. The Registrar or Senior Auditor of the granting institution certifies that the courses were not used in whole or in part, in any way, to meet requirements for the bachelor's degree.

Courses taken while enrolled as an undergraduate are **not** acceptable for graduate transfer if:

- a. The courses were taken at an exclusively undergraduate institution
- b. The courses were taken for undergraduate credit.

#### **Procedure to Follow in Requesting Transfer of Credit**

1. If a course is elected elsewhere with the intention of transferring the credit to a Rackham degree, the advisor must be consulted first to be sure the credits will be acceptable for the degree and that the course meets the above criteria.
2. When the course is completed, an official copy of the transcript (i.e., one bearing the official seal of the school and the Registrar's signature) showing the course to be transferred and the "Request for Transfer of Credit To A Masters Degree Program" form must be completed and submitted to the department for the Graduate Chair's approval. Once the form is signed and approved by the Chair the form must be forwarded to Academic Records and Dissertations. Signature by the department chair on the form denotes departmental approval. Final approval is contingent upon review and acceptance by Rackham Graduate School.
3. If the course was taken as an undergraduate, a signed statement from the Senior Auditor or Registrar that the course was not used for the undergraduate degree is required. Only courses taken in the junior or senior year can be transferred. If course requirements involved extra work for graduate students, it must be documented that the extra work was completed.
4. If the credit is accepted, the student will receive a copy of the Notice of Approved Transfer of Credit letter listing the course number and the number of semester hours accepted. Transferred courses will not carry the grade or honor points to the Rackham record. Thus, it will not affect the student's cumulative GPA.