



Request for Transfer or Inclusion of Credit for Master's Degrees

Before completing this form, please read carefully the "Criteria for Acceptable Transfer and Inclusion of Credit" printed on page two of this document. These courses are to be included in the cumulative credit for the graduate program listed below. Only nine (9) credits taken as a Non-Degree Seeking Student may be applied to a degree program and will be calculated in the GPA.

Student's Full Name (Last, First, Middle)

Student UID Number

Today's Date

Student's UMD Email Address @umd.edu

Name of Graduate Program

Four-Character Program Code

Degree Sought

Month & Year Started

Name and Address of Institution Where Courses Were Taken: _____

Course Number	Course Title	Semester/Year Taken	Credits	Grade	Revalidation* Vote Date

* Revalidation establishes that a course more than five years old at the time of graduation would, in combination with other courses taken, satisfy the learning objectives of the current degree program. Full members of the program's graduate faculty should vote unanimously to revalidate courses taken more than five years ago. Once unanimously approved, these courses will satisfy the requirements for the degree.



Primary Advisor Name

Signature

Date

Phone Extension

UMD Email Address @umd.edu

Program Director Name

Signature

Date

Phone Extension

UMD Email Address @umd.edu

Graduate School Reviewer
(International Review)

Signature

Date

Phone Extension

UMD Email Address @umd.edu

Approval: _____

Graduate School Reviewer

Signature

Date

Denial: _____

CRITERIA FOR ACCEPTABLE TRANSFER OR INCLUSION OF CREDIT

All graduate study credits offered as transfer credit or inclusion of credit must meet the following criteria:

- The student must have earned a grade of "B-" or better in the course.
- The credit must not have been used to satisfy the requirements for any other degree.

Credits Earned at Another Institution. No more than six credit hours of graduate work may be transferred from another institution, unless the program has special approval by the Dean of the Graduate School. The courses must be graduate level and have been taken for graduate credit at a regionally accredited U.S. institution or foreign university. The student must furnish an official transcript to the Graduate School. Graduate credit transferred from another institution will not be included in the calculation of the grade point average.

Credits Earned at the University of Maryland. When changing programs within the University of Maryland, the student may request inclusion of graduate credits earned at the University of Maryland. When moving from non-degree to degree-seeking status, Non-Degree-Seeking Students may include up to nine (9) graduate credits to the degree program (students admitted as non-degree seeking prior to Fall Term 2017 may transfer up to twelve (12) graduate credits to the degree program), subject to the approval of the Graduate Program. Degree-seeking students changing programs may request that all coursework already taken at the University of Maryland be included in the new program of study with final approval made by the admitting program.

Master's and Professional-Practice Doctoral Students. The coursework from the University of Maryland or from another institution must have been taken within five years of the award of a University of Maryland degree for which the student is currently enrolled. Courses older than five years at the time the degree is awarded must be revalidated.

Ph.D. Students. Programs may determine that coursework taken at another institution satisfies any or all pre-candidacy coursework requirements. In such cases, transfer and inclusion of credit is not applicable.