



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

Before completing this form, please read carefully the "Criteria for Acceptable Transfer or Inclusion of Credit" printed on page 2 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. Revalidation may be confirmed by a vote either of the department as a whole or of a committee designated to deal with such matters, such as the Graduate Committee.

\_\_\_\_\_  
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.

**Revalidation of Courses for 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.

Revalidation establishes that a course taken more than five years ago would, in combination with other courses taken, satisfy the learning objectives of the current degree program. Revalidation may be either confirmed by a vote of the department as a whole or of a committee designated to deal with such matters, such as the Graduate Committee. Once approved by a majority, these courses will satisfy the requirements for the degree. A record of the revalidation should then be sent to the Graduate School. The Graduate School's decision will be communicated in writing to the petitioner and a copy will be sent to the student's graduate program.

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