



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

Before completing this form, please read carefully the "Criteria for Acceptable Transfer 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 ID Number

\_\_\_\_\_  
Today's Date

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Graduate Program

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Degree Sought

\_\_\_\_\_  
Month & Year Started

\_\_\_\_\_  
Student's Telephone

\_\_\_\_\_  
Student's UMD Email Address

**Name and Address of Institution Where Courses Were Taken:**

Course (Prefix, Number, Title)	Semester/Year Taken	Credits	Grade	Revalidation*

\* 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. 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

\_\_\_\_\_  
Program Director Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone Extension

\_\_\_\_\_  
UMD Email Address

\_\_\_\_\_  
Graduate School Approver  
(International Review)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone Extension

\_\_\_\_\_  
UMD Email Address

\_\_\_\_\_  
Graduate School Approver

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## CRITERIA FOR ACCEPTABLE TRANSFER CREDIT

All graduate study credits offered as transfer 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 (6) 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 transfer 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.

**Master's Students.** The transfer coursework from the University of Maryland or from another institution must have been taken within five (5) years of the award of a University of Maryland master's degree for which the student is currently enrolled.

**Doctoral Students.** Programs may determine that coursework taken at another institution satisfies any or all pre-candidacy coursework requirements. In such cases, transfer of credit is not required. Students must take at least one (1) regular course (not 898 or 899) for a grade at the University of Maryland and maintain a cumulative grade point average of 3.0 or higher.