



MARQUETTE UNIVERSITY GRADUATE SCHOOL

MASTER'S DEGREE TRANSFER OF CREDIT REQUEST

If you need any assistance completing this form, please contact the Graduate School at 414-288-7137.

Limits are placed on the number of credit hours that may be transferred from other institutions in order to protect the integrity of the Marquette degree programs. Only credits directly applicable to a student's Marquette degree program will be considered for transfer. Credits that are accepted for a Marquette degree, if transferred in from another university, will not be included when calculating the student's GPA. However, credits taken at Marquette in another program, if accepted for transfer into a degree program, will be included in the student's GPA.

Normally, six credits of approved graduate work will be transferred. Upon recommendation of the department, 9-15 credit hours of the program's credit hour requirement for course work, depending on the total number of credits needed for the degree, may be transferred (9 credits into a degree program requiring 36 or fewer credits; 12 credits into a degree program requiring 37-48 credits; 15 credits into a degree program requiring 49 or more credits). Under no circumstances will Marquette accept more than 12 credit hours from another institution toward a Marquette master's degree. Credits approved for transfer will have been earned within the previous six years.

The student must also have met the following conditions: 1) completed six credits (nine credits if admitted on probation) as a degree-status student in his or her Marquette master's program; 2) taken the courses requested for transfer at the graduate level and for graduate credit; 3) earned a grade of B or above in each of the courses; and 4) official transcripts are on file from the institutions involved, if other than Marquette.

Graduate-level credits earned at Marquette, as a degree student in a different graduate program or as a non-degree student, may transfer following the same request and approval procedures outlined above. Students are responsible for initiating this process. Credits transferred between Marquette programs or statuses are included as part of the 9-15 credit transfer limit.

I. COMPLETED BY THE STUDENT

Name: MUID:

Street Address: Daytime Phone:

City: State: Zip Code:

Program: Specialization:

Adviser: Term & Year Began Program:

Reason for Requesting Transfer of Credit (select one):

- Course(s) taken as a non-degree student at MU
- Course(s) taken in previous MU program. I am now in the program.
- Course(s) taken as a student at

1. Course #: Course Title:

Date Taken: # of Credits: Grade:

2. Course #: Course Title:

Date Taken: # of Credits: Grade:

3. Course #: Course Title:

Date Taken: # of Credits: Grade:

4. Course #: Course Title:

Date Taken: # of Credits: Grade:

II. COMPLETED BY THE STUDENT'S DEPARTMENT -

For accepted courses: state MU title, course number and credit equivalence.

1. Transfer Course: # of Credits Awarded:

Matching MU Course #: Accepted Denied

2. Transfer Course: # of Credits Awarded:

Matching MU Course #: Accepted Denied

3. Transfer Course: # of Credits Awarded:

Matching MU Course #: Accepted Denied

4. Transfer Course: # of Credits Awarded:

Matching MU Course #: Accepted Denied

DGS or Chair Signature:

Date:

III. GRADUATE SCHOOL APPROVAL

Accepted Denied

Accepted Denied

Accepted Denied

Accepted Denied

Total Transfer Credits Requested:

Total Transfer Credits Approved:

Number of Transfer Credits on MU Transcript

Total Credits Transferred Toward Degree

Permission Forms On File

Graduate School Signature: Date:

PLEASE FORWARD COMPLETED FORM TO THE GRADUATE SCHOOL