



UNIVERSITY OF MARYLAND, COLLEGE PARK
The Graduate School



REQUEST FOR TRANSFER OR INCLUSION OF CREDIT
FOR THE MASTER'S DEGREES

Before completing this form, please read carefully the "Criteria for Acceptable Transfer Credit" printed on the other side. These courses are to be included in the cumulative credit for the graduate program listed below. Only twelve (12) credits taken as an Advanced Special Student may be applied to a degree program and will be calculated in the GPA.

Date: _____

[Empty box for Student ID Number]

Student ID Number

Print Full Name (Last, First, Middle)

[Empty box for Graduate Program]

Graduate Program

Address

Degree Sought: _____

City, State, ZIP

Email Address

(Area Code) Telephone

Name and Address of Institution Where Courses Were Taken:

Table with 5 columns: Course (Prefix, Number, Title), Semester/Year, Credits, Grade, Revalidation*. It contains 4 empty rows for data entry.

*(a) examination; (b) advanced course that includes knowledge; (c) comprehensive examination that includes course knowledge; (d) teaching comparable course; (e) publishing research demonstrating course knowledge; (f) other (please explain): _____

Advisor (Print Name then Sign) _____ Date _____

Telephone extension and Email Address _____

Director of Graduate Program (Print Name then Sign) _____ Date _____

Telephone extension and Email Address _____

For IES (Print Name then Sign) _____ Date _____

IES Approve IES Disapprove

Director of GEMS or Designee _____ Date _____

Approve Disapprove

Please return this form to:

The Graduate School
2123 Lee Building • University of Maryland
College Park, Maryland 20742-5121
301.405.0376 Voice • 301.314.9305 FAX
grschool@deans.umd.edu

CRITERIA FOR ACCEPTABLE TRANSFER CREDIT

1. No more than six (6) semester credit hours of graduate work may be transferred from another institution, unless the program has special approval by the Graduate Council. When changing programs within UMCP, the student may request inclusion of credits earned at UMCP. When moving from non-degree to degree-seeking status, however, Advanced Special Students may not include more than twelve (12) credits.
2. The Advisor and Director of the Graduate Program will need to certify that any courses listed are applicable to the student's program, and for non-UMCP courses, that the courses have been revalidated.
3. A regionally accredited U.S. Institution or a foreign university must have granted credit for the course. For foreign universities, evaluation by International Education Services and the Graduate Enrollment Management Services (GEMS) is required.
4. The courses must be graduate level and have been taken for graduate credit at the original institution.
5. The student must earn a grade of "B" or better in the course and have a "B" or better average on all the graduate course work taken at the institution from which the transfer is requested.
6. The credit must not have been used to satisfy the requirements for any other degree.
7. The student must furnish an official transcript to the GEMS office.
8. Transfer work satisfies only the 400 level requirements for the Master's Degree and does not apply to the upper level requirements.
9. The transfer course work must have been taken within seven years of the award of the University of Maryland, College Park Master's Degree for which the student is currently enrolled. All other course work must normally be taken within five years of completing the Master's Degree.