

UNMC Graduate Studies Transfer of Credit Request Form

Notes: Please follow your graduate program's catalog when determining required courses.

Courses taken at NU institutions after matriculation into the current degree program should be listed on the program of study but do not require transfer of credit and do not need to be entered on this form.

As a reminder, no more than one-half of the graded courses required for a student's graduate program or degree may be accepted as transfer credits.

[Graduate Studies Transfer Credit and Substitution Policy](#)

Student Info:

- Name:
- Email:
- Student ID:
- Start term (e.g. Fall 2024):
- Academic program at UNMC:

Request Details:

Transfer of credit from the following Institution(s) is requested:

	Course Information from Prior Institution						
	Institution Name	Institution Location	Course #	Course Title	Course Grade	Credits	Approve/ Disapprove
1							
2							
3							
4							
5							
6							

Each course listed above is being requested for transfer credit. The course on each line above should correspond to the UNMC course listed on the same line below (e.g., the course on line 1 above is intended to replace the UNMC course on line 1 below).

If a transfer course is intended to count as an elective and does not have a direct UNMC equivalent, please write **“Elective”** in the course title field of the table below, and leave the “Course #” and “Credits” fields blank for that line.

UNMC Course Information			
Course #	Course Title		Credits

1			
2			
3			
4			
5			
6			

Documentation of Advisor's/Supervisor's Approval:

Yes I support the above requested transfer of credit

Advisor's/Supervisor's Printed Name:

Advisor's/Supervisor's Signature:

Attachments Required for Graduate Program or Subplan Review:

- Syllabus/i for courses from other institution(s) provided by student
- Syllabus/i for courses from UNMC
- Required curriculum for current academic program at UNMC
- Transcript from prior Institution
- WES Evaluation (for non-US institutions)

The graduate program director should provide the UNMC course syllabus/i and the document outlining the required curriculum for the student. Please note that the required curriculum for the student can be found in the catalog description for the student's program *for the academic year in which the student matriculated*. The catalog from all years prior to the current academic year can be found in the [catalog archive](#).

Documentation of Graduate Program or Subplan Review:

Yes Course for transfer of credit is a graduate course and so indicated on the student's transcript.

- If course is cross listed with an undergraduate course, it must have been completed at the graduate level.

Yes Course for transfer of credit was taken no more than 10 years prior to the time of admission. Exceptions to this time limit will be considered on a case-by-case basis.

Yes Grade received in the course for transfer of credit is the equivalent of "B" (3.00) or higher on the University of Nebraska grade scale.

- For courses taken at institutions outside the US, please consult the transcript evaluation (e.g. WES evaluation).

Yes The course for transfer of credit was completed at an institution that is fully accredited to offer graduate work.

- Accreditation for US institutions can be confirmed [here](#). For institutions outside the US, accreditation is confirmed on the transcript evaluation (e.g. WES evaluation).

Yes Course for transfer of credit was not applied toward a previously completed doctoral degree at any institution, including UNMC.

Yes Course is transferred for a required program course or has been deemed relevant to the research area by the supervisory committee.

Yes A comparison of the syllabi for the relevant course was performed by the Graduate Committee

Yes No more than one-half of the graded courses required for the student's graduate program or degree have been accepted as transfer credits.

Graduate Program/Subplan Committee Chair Printed Name:

Graduate Program/Subplan Committee Chair Signature:

Graduate Studies Office: