

UNMC Graduate Studies Transfer of Credit Request Form

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
1						
2						
3						
4						
5						
6						

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

The course on each line above is being requested for transfer credit. The course on each line above is requested to replace the UNMC course listed on the corresponding line below. (Course listed on line 1 above is intended to replace UNMC course listed on line 1 below). If the transfer of credit from a course above is intended to serve as an elective and there is not a comparable UNMC course, then write "Elective" in the course title in the table below and leave the "course #" and "credits" boxes blank on 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 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: