

UNMC Graduate Studies Transfer of Credit Request Form

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

Transfer of Credit: A transfer of credit allows students to apply previously earned graduate coursework toward the completion of requirements of a UNMC degree. These credits may have been earned at another institution or at UNMC (for example, as part of a prior Master's program). Accepting transfer credits reduces the number of courses or credit hours a student must complete to fulfill their current UNMC degree requirements.

Courses transferred from other higher education institutions will appear on the UNMC transcript with a notation indicating they were transferred. The transcript will include the transferred credits and institution name. If the courses are transferred from another NU institution, the course title, grade, number of credits awarded, and the name of the NU institution where the course was completed will be listed. Grades for transferred courses do not count toward the student's UNMC grade point average.

Note: Courses completed at other NU institutions *after matriculation* that are included in the student's program of study and listed in their catalog do **not** require a Transfer of Credit form. These courses, along with their grades, will automatically be reflected on the student's UNMC transcript and will be included in the calculation of the student's UNMC GPA.

Please remember that no more than 50% of the graded courses required for a student's graduate program or degree may be accepted as transfer credits.

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 requested for transfer of 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:

Documents required for Graduate Program or Subplan Review:

- Syllabus/i for courses from other institution(s) provided by student
- 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. Please be sure you have reviewed the following:

Course(s) eligible for transfer of credit must be at graduate level and clearly identified as such on the student’s transcript. If the course is cross listed with an undergraduate course, it must have been completed at the graduate level.

Courses eligible for transfer must have been completed within 10 years prior to the student’s admission. Exceptions to this time limit may be considered on a case-by-case basis.

The grade earned in any course considered for transfer credit must be equivalent to a 'B' or higher on the University of Nebraska grading scale. One UNMC course with a grade of 'B–' may be considered on a case-by-case basis.

For courses completed at institutions outside the United States, the transcript evaluation (e.g., WES evaluation) should be consulted to determine grade equivalency.

Courses considered for transfer of credit must have been completed at an institution fully accredited to offer graduate-level work. Accreditation for U.S. institutions can be verified through the appropriate accrediting agencies [here](#). For institutions outside the United States, accreditation is verified through the transcript evaluation (e.g., WES evaluation)

Courses approved for transfer of credit must not have been applied toward the completion of a previously awarded doctoral degree at any institution, including UNMC. A course may be transferred if it fulfills a required program course or is deemed relevant to the student's research area by the supervisory committee.

The Graduate Committee has reviewed and compared the syllabi of the relevant course for transfer. Please remember that no more than 50% of the graded courses required for a student's graduate program or degree may be accepted as transfer credits.

Graduate Program/Subplan Committee Chair Printed Name:

Graduate Program/Subplan Committee Chair Signature:

Graduate Studies Office:

Submit to unmcgraduatestudies@unmc.edu for processing.