



Graduate Records Office
 534 Goodell Building
 University of Massachusetts Amherst
 Amherst MA 01003-9333

**Request for Transfer of Graduate Course Credit
 Taken at Other Academic Institutions
 for Master's Level Programs**

Criteria for Acceptable Transfer Credit (also refer to the *Graduate School Handbook*):

1. An official transcript must be attached to this request form.
2. No more than six semester credit hours of graduate work may be transferred.
3. The course(s) must have taken at a U.S. regionally accredited institution.
4. Courses must be graduate level and have been taken for graduate credit at the other institution. Professional development courses are not transferrable.
5. The student must have earned a grade of "B" or better in the course.
6. The credit must not have been used to satisfy the requirements for any other degree; a certification from the institution's registrar may be necessary.
7. The course(s) must have been taken within three years of formal admission to the Master's program.
8. Due to academic and procedural differences between U.S. and foreign institutions, credit from foreign universities is not normally acceptable.

Name:

Student number:

Department:

Degree (*masters only*):

Name of Institution:

| Dept. | Course# | Title | Credits | Grade | Sem/Year |
|-------|---------|-------|---------|-------|----------|
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Please transfer these credits to the student's master's degree program:

 Graduate Program Director

 Date

Graduate School Use (52209):

Admit Term: _____ Program: _____ Plan: _____ Processed: _____

Return completed form to the address above. For questions, please call the Graduate Records Office at (413) 545-0024.