

**Purpose:**

This form is used by MS students to request that graduate-level credits earned at other regionally accredited institution(s) be applied to the MS degree at UMB.

**Criteria:**

- The transfer of credits is applicable to the MS degree ONLY.
- Only graduate-level courses completed within the five-year limit for the MS degree may be considered for transfer.
- A maximum of six credits or two courses earned at a regionally accredited institution may be considered for transfer.
- The student must have earned a grade of B or higher in the course(s) to be transferred.
- Credits CANNOT be transferred to the UMB degree if used to fulfill the requirements for any other degree.
- The approved course(s) and credit(s) will appear on your UMB transcript. Grades for transferred courses never appear on the UMB transcript.

**Instructions:**

1. Complete all appropriate sections.
2. Obtain and attach an official transcript and syllabus for each course.
3. Forward all documentation to your Graduate Program Director for review and signature.
4. Submit the signed form and all attachments to the Graduate School. No request will be processed without all required documentation and signatures.

**STUDENT ID:** \_\_\_\_\_ @00

**NAME (LAST, FIRST):** \_\_\_\_\_

**UMB E-MAIL:** \_\_\_\_\_ **PROGRAM:** \_\_\_\_\_

I request that credits earned at the following institution(s) be applied to my MS degree:

**INSTITUTION NAME:** \_\_\_\_\_

**CITY AND STATE:** \_\_\_\_\_

COURSE PREFIX, NUM	COURSE TITLE	SEM, YR	CREDITS	GRADE

**INSTITUTION NAME:** \_\_\_\_\_

**CITY AND STATE:** \_\_\_\_\_

COURSE PREFIX, NUM	COURSE TITLE	SEM, YR	CREDITS	GRADE

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

GPD Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Submit to the Graduate School: [gradforms@umaryland.edu](mailto:gradforms@umaryland.edu) • Fax: 410-706-3473 • 620 W Lexington St 5<sup>th</sup> Floor

If you require special accommodations or services, please notify your department and the Office of Educational Support and Disability Services at 410-706-3100 or 800-735-2258 TTY/Voice.

For Graduate School Use Only:

Processed by: \_\_\_\_\_ Date: \_\_\_\_\_