

**INSTRUCTIONS FOR  
Request for Transfer of Credit for Graduate Degree Students in Masters Program  
and page 2 self-check guide (IPDF)**

To be used by masters students who desire to use credits earned at another institution toward their masters degree at ISU. Use page 2 self-check guide to avoid errors. Both student and adviser must sign before submission to the Graduate School.

Submit with this form the transcript/transcripts needed to verify the work. If work has not yet been taken, submit transcripts as soon as they are available.

**REQUEST FOR TRANSFER OF CREDIT  
FOR GRADUATE DEGREE STUDENTS IN MASTERS\* PROGRAMS**

A student may present a maximum of nine semester hours of graduate credit from another college or university that is accredited by the appropriate regional accrediting association for use in meeting the requirements of the master's degree. Transfer credit may not be used in meeting the minimum number of 400-level credit hours required for the master's degree\*. The work must not form part of a completed degree program elsewhere. A student who plans to take work elsewhere should obtain prior approval indicating that the course or courses are appropriate to the student's curriculum at Illinois State University. Correspondence courses are not accepted toward a master's degree. Transfer credit must carry a grade of B or higher (NOTE: grades of CR, P, or S are not acceptable). No courses are transferred without this formal request from the student.

\*applies to those students who entered their program on or after Summer 2000.

\*\*Credits more than six years old at the time of first registration into a degree program are not transferable from other institutions. As of Summer 2001.

I certify that I have earned **graduate** credit with grades of B or higher for the courses listed below and request that credit for these courses be applied toward meeting requirements for the master's degree. I am assuming the responsibility for having an official transcript forwarded to:

**Graduate School, Illinois State University, Campus Box 4040, Normal, Illinois 61790-4040.**

College or university where credit was earned \_\_\_\_\_

To substitute  
for course #  
or elective

#Course title and number	Credit**	Grade	Date taken
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

\*\*Indicate whether units, quarter or semester hours

(1 quarter = 2/3 sem. hr.)

\_\_\_\_\_ Date                      \_\_\_\_\_ Signature of Student                      \_\_\_\_\_ Address

\_\_\_\_\_ UID#                      \_\_\_\_\_ Email address                      \_\_\_\_\_ Phone                      \_\_\_\_\_ City/State                      \_\_\_\_\_ Zip

\_\_\_\_\_ Semester Hours Approved                      \_\_\_\_\_ Signature, Student's Adviser                      \_\_\_\_\_ Date

\_\_\_\_\_ Signature, Departmental/School Official                      \_\_\_\_\_ Date                      \_\_\_\_\_ Graduate School Official                      \_\_\_\_\_ Date

**\*Those seeking a doctoral degree do not use this form. Instead, submit with your Degree Audit a copy of the transcript/transcripts needed to verify course work contained therein.**

**To avoid errors, self-check with list on page 2 before submitting this form to 4040 Graduate School Office.**

**TO AVOID ERRORS:  
USE SELF-CHECK LIST PRIOR TO SUBMISSION TO GRADUATE SCHOOL**

It is the responsibility of the adviser or Graduate Coordinator of the Department/School requesting to transfer a course to verify whether or not the content of that course is suitable as a replacement for the required course in their department or that the course is a good elective to fit into the department's requirements.

Students hold the final responsibility for knowing and completing all requirements for the degree and insuring that their Request to Transfer Credit form is filed with the Graduate School not earlier than the completion of one semester in their degree program and not later than early in the semester of anticipated graduation and by a date established by the Graduate School.

--- Student is "degree status" (cannot be Provisional or on probation).

---Must have completed at least one graded semester in a degree program.

Students at Large and students seeking certification only are not eligible to transfer courses.

---Course(s) must have been taken at a college or university that is accredited by the appropriate regional accrediting association at the master's level. Course(s) must be equivalent to Illinois State University's 300-level (must state open to undergraduate/graduate) or 400-level (must state open to graduate level only).

---Note: For students who entered their program on or after Summer 2000, transfer of credit may not be used in meeting the minimum number of 400-level credit hours required for the master's degree.

---Only courses with grades of A or B will transfer. CANNOT be an Independent Study or correspondence course.

---No more than 9 semester hours may transfer.

---Transfer courses must be indicated on Plan of Study.

---Credits more than six years old at the time of first registration into a degree program are not transferable from other institutions. As of Summer 2001.

---Submit with this form a copy of the transcript/transcripts needed to verify the work. If work has not yet been taken, submit transcripts to Graduate School, campus box 4040, as soon as they are available. For transfer courses taken in the same semester of the student's anticipated graduation, the Graduate School deadline for receiving the transcript for verification is two weeks after Illinois State University's graduation date.

Equivalency Chart

1 qtr	=	.67 sem hrs(2/3 sem hr)
2 qtr	=	1-1/3 sem hrs
3 qtr	=	2 sem hrs
4 qtr	=	2-2/3 sem hrs
5 qtr	=	3-1/3 sem hrs
6 qtr	=	4 sem hrs

U of Illinois 1 Unit = 4 sem. hrs.