

**INSTRUCTIONS FOR  
Request for Transfer of Credit for Graduate Students in Master's and Certificate  
Programs and page 4 self-check guide (IPDF)**

To be used by master's degree or graduate-level certificate students who desire to use graduate credits earned at another institution toward their degree or certificate (graduate, post-baccalaureate, post-master's) program at Illinois State University. Use page 4 self-check guide to avoid errors. Both student and adviser must sign before submission to the Graduate School.

Submit the two page form along with 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 MASTER'S DEGREE OR CERTIFICATE PROGRAM STUDENTS**

- Graduate credit is only accepted from colleges or universities accredited by the appropriate regional accrediting association.
- Transfer credit must carry a grade of B or higher (NOTE: grades of CR, P, or S are not acceptable.)
- Credits more than six years old at the time of first registration into a program are not transferable from other institutions.
- A student who plans to take work elsewhere should obtain prior approval indicating that the course or courses are appropriate to the student's Plan of Study.
- Correspondence courses and Independent Studies are not accepted toward a master's degree or certificate.
- No courses are transferred without this formal request from the student.

Check your request below for either MASTER'S or CERTIFICATE TRANSFER OF CREDIT:

- MASTER'S DEGREE TRANSFER OF CREDIT: A student may present a maximum of nine semester hours of graduate credit for use in meeting the requirements for a master's degree. Transfer credit may not be used in meeting the minimum number of 400-level credit hours required for a master's degree.\* The work must not form part of a degree program elsewhere.

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

OR

- CERTIFICATE TRANSFER OF CREDIT: A student may present no more than 40 percent of graduate hours required for use in meeting the requirements for the certificate in transfer credit. Transfer credit used for a certificate program may neither be used for a master's degree program at Illinois State University nor form a part of a degree program or certificate elsewhere.

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**REQUEST FOR TRANSFER OF CREDIT  
FOR MASTER'S DEGREE OR CERTIFICATE PROGRAM STUDENTS**

**Page 2**

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 (check one)  CERTIFICATE or  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 Plan of Study a copy of the transcript/transcripts needed to verify course work contained therein.**

**To avoid errors, self-check with list on page 4 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/school or that the course is a good elective to fit into the department's/school's requirements.

Students hold the final responsibility for knowing and completing all requirements for the degree or certificate 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 or certificate 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) or admitted into a certificate program.
- Must have completed at least one graded semester in a degree or certificate program.  
Students at Large and students in the Teacher Education program 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 graduate level.
- 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. A transfer course CANNOT be an Independent Study or correspondence course.
- No more than 9 semester hours may transfer for a master's degree or 40% of required coursework hours for a certificate.
- Transfer courses must be indicated on Plan of Study.
- Credits more than six years old at the time of first registration into a degree or certificate 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 degree or certificate completion, the Graduate School deadline for receiving the transcript for verification is no later than 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.