



Graduate College

Petition for Transfer Credit (Master's Programs)

To the Student: Please fill out this form completely and attach an official transcript showing the courses for which you are requesting transfer credit. You must use a separate form for each college or university from which you are requesting transfer credit. (Regulations governing transfer credit are explained below.)

Student Name _____ Student ID Number _____ Home and/or Work Telephone _____

Current Address _____ City _____ State _____ Zip Code _____

Degree and Major _____ University or College Where Credits Were Earned _____ Today's Date _____

Year Earned	Course Number and Prefix	Course Title	Sem. Hours	Grade	Advisor		Graduate College	
					Substitute Course for	Deny	Yes	No

Approval Recommended (Advisor's Signature) _____ Date _____ Approval Recommended (Chair's Signature, ED. only) _____ Date _____

Graduate College Approval _____ Date _____ Total Hours Approved for Transfer _____ Recorded By _____ Date _____

Comments _____

Regulations Governing Transfer Credit (Master's Degrees)

If you have been admitted to a master's program at Northern Arizona University and have earned resident graduate credit at another university, you may petition to apply such credit toward a master's degree at Northern Arizona University.

It must be emphasized that transferring credits to a master's degree program is not done routinely. Before you enroll in one or more courses at another institution with plans to transfer the credits to a degree program at Northern Arizona University, you must obtain your adviser's approval.

- ❖ The number of hours you can transfer from other institutions may not exceed 25% of the total minimum credit hours required for your master's degree. A student in the M.Ed. in Secondary Education program may transfer 12 hours in the content area.

To be considered for transfer credit, your courses must:

- ◆ Have been earned at regionally-accredited institution
- ◆ Have been earned with a grade of A or B
(*Note:* A pass grade will be accepted if the course was graded on a pass/fail basis.)
- ◆ Have been earned within the six-year period required for completing your degree at Northern Arizona University

- ◆ Be applicable to a graduate degree at the institution where the credit was earned.
- ◆ Meet the Arizona Board of Regent's requirement for credit. (*Note:* A minimum of 45 hours of work is required for each unit of credit. [An hour of work is equivalent to 50 minutes of class time, often called a "contact hour" or 60 minutes of independent study work.] Ordinarily, a course must cover a one-week period for every unit of credit given.

Other Points to Remember

- ◆ Extension and correspondence courses are not acceptable for transfer credit.
- ◆ Some institutions offer "graduate" courses for certification purposes only and do not use the same courses in a degree program. Northern Arizona University does not accept such courses for graduate program.
- ◆ A course in supervised teaching may not be transferred to a master's degree program at Northern Arizona University, even if the course was accepted as graduate credit at the institution where it was earned.