

Butler University

Request for the Transfer of Graduate Credit

Please read carefully before filing this request.

- A maximum of 12 semester hours credit may be transferred toward a 36 or more hours master's program.
- A maximum of 9 semester hours credit may be transferred toward a 30 hours master's program.
- A maximum of 15 semester hours credit may be transferred toward a 50 hours doctorate program.
- Only coursework indicating a grade of "A" or "B" may be transferred. Coursework with grades of "S" or "P" will not be accepted.
- All of the graduate work to be applied toward the degree must have been taken within a five-year period on a 30-hour program and within a seven-year period on a 36-hour program prior to the date on which the degree is conferred.
- Coursework must have been taken for graduate credit from a school which is accredited by one of the regional accrediting associations and not counted toward the undergraduate degree.
- One official transcript must be mailed directly by the registrar's office to Butler University, Office of Registration & Records, 4600 Sunset Avenue, Indianapolis, IN 46208-3485 or emailed directly by the registrar's office to Registrar@butler.edu. Hand-carried transcripts will be accepted only if they are sealed.
- A course catalog, photocopies of the catalog course descriptions or hand-written descriptions of the courses must accompany this request.
- You must be a graduate degree-seeking student before these requests will be processed.
- Return this form to your advisor.
- Any exceptions to the policy statements above must be requested of and approved by the department chair and the college dean, or dean designate.

Today's Date _____ Social Security Number _____ Student ID # _____

Name _____
Last First MI Maiden or other names under which credentials may be listed at Butler

Address _____

City / State / Zip _____ Degree / concentration (at Butler) _____

Name of school(s) at which courses were taken:

Name / City / State _____

Name / City / State _____

Name / City / State _____

(Butler Use Only)

Institution(s) (Abbrev.)	Course Number(s)	Course Title(s)	Semester Hours	Grade(s)	Term & Year of Course(s)	Accepted	Denied

Have transcripts for these courses been sent to Butler? Yes No

Student's Signature _____ Date _____

Advisor's Signature _____ Date _____

Dean's/Dean Designate's Signature _____ Date _____