

# Butler University

## Request for the Transfer of Graduate Credit

Please read carefully before filing this request.

- **The type, amount and age of graduate transfer credit accepted is determined by the graduate program.**
- 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.
- 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.
- Only coursework indicating a grade of "A" or "B" may be transferred. Note: Coursework with grades of "S" or "P" will not be accepted.
- 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 sent to Butler University Registration and Records. Hand-carried transcripts will not be accepted.
- A course catalog and course descriptions must accompany this request.
- You must be a graduate degree-seeking student before these requests will be processed.
- Return this form to your advisor or program director.
- Any exceptions to the policy statements above must be requested of and approved by the program director/department chair and the college dean, or dean designate.

Today's Date \_\_\_\_\_ Student ID # \_\_\_\_\_  
Month Day Year

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 \_\_\_\_\_

Dean or Program Director/Advisors Signature \_\_\_\_\_ Date \_\_\_\_\_