



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

To be used by masters degree or certificate seeking students who desire to use credits earned at another institution toward their masters degree at ISU. 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.

**Instructions:** Complete all fields, secure student and graduate coordinator or dept. chair signatures, and submit the transcript/transcripts needed to verify the work. If work has not yet been taken, submit transcripts as soon as they are available.

- 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 degree 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.
- 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 Evaluation Services 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" or "certificate" (cannot be Conditional or on probation) to transfer credits.
- 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.

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 twelve semester hours (MFA =6) 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.

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.



**REQUEST FOR TRANSFER OF CREDIT  
FOR STUDENTS IN MASTER'S DEGREE  
& CERTIFICATE PROGRAMS**

Graduate School  
209 Hovey Hall  
Campus Box 4040  
Normal, IL 61790-4040  
Telephone: (309) 438-2583  
[grad.degree.audit@ilstu.edu](mailto:grad.degree.audit@ilstu.edu)

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 Evaluation Services, campus box 2202, 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.

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

To substitute  
for course #  
or elective

Course number & title	Credit**	Grade	Date taken
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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

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.

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 ISU.

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

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

\_\_\_\_\_ Sem, Hrs. Approved

\_\_\_\_\_ Signature, Department/School Coordinator/Chair                      \_\_\_\_\_ Date                      \_\_\_\_\_ Graduate School Official                      \_\_\_\_\_ Date