



TRANSFER OF CREDIT Request

(See Article 9.7, Graduate School Policy Handbook for guidelines)

Submit to Graduate School Rm. N204

Student Name: _____

BCM ID #: _____ Grad Prgm: _____

Matriculation Date at BCM: _____

MD/PhD: _____

Rules (see GSBS policy 9.7 Transfer of Credit):

Course must be taken at the graduate level with grade of B or higher.

Course must have been taken within 5 years of date of matriculation at BCM and not applied to a previously-conferred degree No more than 60 term hrs (30 semester hrs) may be submitted for transfer

No more than 24 term hrs can be transferred toward the 30 required hours of 6000-level course work.

Course work completed outside the US considered on a case-by-case basis.

Official Transcript required along with course syllabus and lecture outlines

Transfer Type Codes (for final column in grid below):

A - Request transfer credit for a required course on the student's degree plan

B - Request transfer credit for an elective course toward the student's degree plan

C - Request transfer credit toward total completed hours only

D - Request to waive degree requirement based on previous graduate work completed (not for transfer)

E - Other: _____

BOTH AN OFFICIAL SCHOOL TRANSCRIPT AND COURSE SYLLABUS/OUTLINE MUST BE ATTACHED. REQUESTS WILL NOT BE CONSIDERED WITHOUT THESE DOCUMENTS.

Name of School	Major	Degree Earned	Date Earned

Course Title from other University/College	Course Number	Semester Hrs.	Term Hrs.	Grade	Proposed Baylor Course for Transfer (title)	Course Number	Term Hours	Transfer Code

*If transfer is to replace a specific GSBS course, the number of hrs. transferred cannot exceed those of the course it is replacing.

Total Transfer Requested: _____ ↕

REQUIRED APPROVALS:

Graduate Program Director:

Graduate Program Curriculum Chair:

Student's Major Advisor (if appointed)

Signature: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

Date: _____

For Promotions Committee Use Only	
____ Approved	____ Denied
Date: _____	
Signature: _____	