GRADUATE TRANSFER CREDIT AUTHORIZATION

INSTRUCTIONS TO ACADEMIC DEPARTMENT PERSONNEL: This form should be completed by the academic department once the student's supervisory committee has approved transfer credit for the student's current graduate program of study. Submit the form directly to the Admissions Office at 250 S SSB or fax at (801) 585-7864. The Admissions Office will strictly adhere to University policy regarding transfer credit. See criteria below.

APPROVAL CRITERIA REQUIRED TO POST GRADUATE TRANSFER CREDITS TO A STUDENT'S ACADEMIC RECORD:

1. Graduate credit may be transferred from other regionally-accredited institutions.
2. Credits transferred from another institution may be used for only one degree.
3. Students must be formally admitted to a graduate program of study.
4. Up to six semester hours of transfer credit may be applied toward fulfillment of graduate degree requirements at the University of Utah.
5. The courses must have a letter grade of "B" or higher.
6. "Credit only" grades are not acceptable.
7. Course work must be recommended by the student's supervisory committee, and taken within four years of semester of admission to the University of Utah for master's students and within seven years of semester of admission to the University of Utah for doctoral students.

CHECK ONE: Domestic Student _____ International Student _____

STUDENT NAME_____

First Middle Last

SID# _____ STUDENT'S ACADEMIC PROGRAM_____

NAME OF INSTITUTION STUDENT ATTENDED _____

Term/Year Attended	Course #	Course Title	Credit Hours Earned

I certify that the courses listed above have not been used to meet requirements for a previous degree received from the University of Utah or another institution of higher education.

Authorized Signature _____ Date _____

(Supervisory Committee Chair/Director of Graduate Studies)

Academic Department Contact Phone Number _____

ADMISSIONS OFFICE USE

Graduate Transfer Credit Posted to PS record by _____ Date posted _____

UNIVERSITY OF UTAH ADMISSIONS OFFICE – 250 S STUDENT SERVICES BUILDING
FAX (801) 585-7864 – DOMESTIC ADMISSIONS (801) 581-7283 – INTERNATIONAL ADMISSIONS (801) 581-3091