

Student: _____ Student ID#: _____

Program/Site: _____

I request that the following course(s) be considered for transfer of graduate credit to Saint Mary's University. I have had an official transcript sent to the Twin Cities Campus. To be considered for transfer, the credits must meet the following criteria:

1. Credits must be listed on an official transcript. An official transcript is one that is sent or carried to the university in an envelope sealed by the granting university.
2. The credits must have been earned at a regionally accredited institution.
3. The credits must be clearly designated as graduate credits.
4. The credits may not have been used as part of a conferred undergraduate or graduate degree.
5. The grade earned must be a "pass" or "B-" (or higher)
6. The credits must be appropriate in content to replace the content of a course in the Saint Mary's University program. Recommendation on appropriateness will be made by the program director and approved by the dean.
7. The credit must have been earned in the previous ten years preceding matriculation at Saint Mary's University.
8. Syllabi may be required.

COURSE #	COURSE TITLE	CREDITS	COLLEGE/UNIVERSITY	# SEMESTER CREDITS
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Student signature: _____ Date: _____

For program-specific transfer credit requirements, please see the Catalog and Student Handbook. Students should seek the transfer of credits during the first semester of graduate study at Saint Mary's University. Transfer credits will appear on the transcript. Return completed forms to your Program Director or Site Coordinator.

TWIN CITIES CAMPUS