



Request for Transfer of Graduate Credit Form Instructions

Complete all information on the attached form and include a copy of your transcript. Make sure to include both sides of each page of the transcript upon submission.

This form and all attachments should be submitted by department faculty or staff through our [Request Tracking System](#), which can be found on one.iu.edu. If you need additional assistance while completing this form, Accessible Educational Services are available at 317-274-3241 or aes@iu.edu.

Master's students

Upon recommendation of the department and with the approval of the dean, work taken for graduate credit at other institutions may be transferred in partial fulfillment of degree requirements.

- Candidates for the M.A., M.S., LL.M., or M.A.T. degree may transfer up to 9 hours of graduate credit from other institutions. Candidates for the M.F.A. degree may transfer up to 20 hours of graduate credit from other institutions. Only courses graded B or higher (or equivalent) will be approved for transfer.
- All courses are initially transferred as undistributed (not counting for any specific degree requirement.) Specific distribution can be determined during plan of study approval.
- Courses used to confer a master's degree at another institution cannot be transferred towards a master's at Indiana University.

PhD students

Upon recommendation of the department and approved by the Graduate School, work taken for graduate credit at other institutions, or for a master's program at Indiana University, may be transferred in partial fulfillment of degree requirements.

- A maximum of 30 credits may be transferred.
- Only courses graded B or higher (or equivalent) will be approved for transfer.
- All courses are initially transferred as undistributed (not counting for any specific degree requirement.) Specific distribution can be determined during plan of study approval.
- Courses used to confer a PhD degree at another institution cannot be transferred towards a PhD at Indiana University.



Request for Transfer of Graduate Credit

University ID #:

Student Name:

Faculty Advisor:

Current Academic Program:

Anticipated Graduation Term:

Admit Term:

All credits will be transferred in as undistributed. Specific distribution can be determined after plan of study approval.

Course data: (please attach original transcript or photocopy of **both** sides of transcript)

Institution	City	State	Zip Code	Country

Semester	Year	Department	Course #	Course Title	Credit Hours	Grade

Signatures:

Department Chair/Program Director/Authorized Representative:

Signature Date:

Department:

Campus Email:

For Graduate Office Use Only

IU Indianapolis Graduate School Approval:

Graduate School Approval Date:

Processed by:	Date Processing Completed:	For Articulation Semester/Term