Petition for Transfer of Credit

I ______________________________________ hereby petition for the transfer graduate credits taken at:

Print Name (First, Last)

Institution Name

<table>
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<tr>
<th>Course Number</th>
<th>Credits</th>
<th>Grade</th>
<th>Course Title</th>
<th>Semester/Year</th>
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Student C-Number           Student Empl ID           Student Phone Number           Student E-mail

Major                                         Degree

Please note the following before submitting:
• The official transcript must accompany this request or be on file at the Graduate School.
• Only credits with grades of "B" or above are eligible for transfer.
• Credits that have been counted toward another degree cannot be transferred.
• Any student wishing to transfer credit must be enrolled at the University of Miami during the time of transfer.
• Transferred credits will not be calculated into the University of Miami GPA.

For Master's Students:
• A maximum of 6 credit hours may be transferred into a degree program requiring less than 36 credits.
• A maximum of 9 credit hours may be transferred into a degree program requiring 36 or more credits.

For Doctoral Students:
• Transfer of graduate credit hours will only be made once the student has completed the like amount of credit hours at the University of Miami (i.e. should a doctoral student request to transfer 10 credit hours from an outside institution, they must first complete 10 credit hours here at the University of Miami).

FOR COLLEGE/SCHOOL/DEPARTMENTAL USE

☐ Approve        ☐ Deny

Print Name (First, Last)           Signature           Date

FOR GRADUATE SCHOOL USE

Print Name (First, Last)           Signature           Date

Please email this form to gradforms@miami.edu

Graduate School, 1252 Memorial Drive, 235 Ashe Administration Building Room, Coral Gables, FL 33146
To contact the Graduate School, please call (305) 284-4154.

08/16