Graduate Transfer Credit Guidelines and Requirements

Students who wish to transfer courses into a Columbia College Masters Program should be aware of the following information:

- Petitions for consideration of transfer credit must be made prior to the successful completion of 12 hours of graduate course work at Columbia College.
- Columbia College will accept a maximum of 9 semester hours in transfer coursework.
- Coursework must have a grade of “B” or higher.
- Credit must have been earned within the last seven years.
- Credit must have been earned at a regionally accredited institution.
- If a student is currently enrolled in a master’s program at Columbia College, he or she must receive written approval from the home campus graduate academic program director before enrolling in a class to transfer to the master’s program.

In addition to an official transcript, the following materials are required for transfer credit to be evaluated by the home campus graduate academic program director:

- Complete Graduate Transfer Credit Request Form (on reverse)
- Detailed Course Description
- Course Syllabi

Complete request packets should be submitted to your campus advisor or, if you are a home campus (Columbia, Missouri) student, to the Columbia College Evaluations Department. Campuses will submit the information to the Evaluations Department for processing. The Evaluations Department will verify that the packet is complete and forward the information to the academic program director. The academic program director will review and return the packet to the Evaluations Department; the Evaluations Department will notify the respective campus and student of the outcome.

(08/12)
# Graduate Transfer Credit Request

Date: ___________  
Campus: __________________________________

Student Name: ___________________________  
Student ID: ___________  

Degree Program: ________________  
Transfer College(s): ________________

<table>
<thead>
<tr>
<th>Transfer Course (Title or pre-fix &amp; number)</th>
<th>Credits</th>
<th>Grade</th>
<th>Completion Date</th>
<th>Desired Columbia College Equivalency</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

☐ Course Description for each course attached (Required)  
☐ Syllabus for each course attached (Required)

Additional Information: ___________________________  
_________________________________________________________________________
_________________________________________________________________________

**For Evaluations/Academic Dept Use Only**  
Program Admit Status___________  
Date Received___________

_____Approved  
_____Denied  
_____Other  

_________________________________________________________________________

Signed: ___________________________  
Date: ____________

Return all forms to the Evaluations Department  
08/12