



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:

- Columbia College will accept a maximum of 9 semester hours in transfer
- 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.



Graduate Transfer Credit Request Form

Date: _____ Campus: _____

Student Name: _____ Student ID: _____

Degree Program: _____ Transfer College(s): _____

Transfer Course (Title or pre-fix & number)	Credits	Grade	Completion Date	Desired Columbia College Equivalency	Credits

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