



Transfer Evaluation for Graduate-level Credit

Graduate Studies

University of Southern Indiana
 8600 University Blvd. Evansville, IN 47712
 Phone: 812-465-7015

Graduate Studies may accept **up to 12 credit hours** of graduate-level credit earned at other colleges and universities accredited for master's or higher-level study by the Higher Learning Commission or a comparable regional accrediting agency. The total average in such study must be B or above and **no grade lower than B will be accepted**. All transfer credit must be approved by the student's graduate program director and the director of Graduate Studies.

Within the limits noted above, each graduate program determines the number of transfer hours acceptable. Graduate Studies will accept no more credits than those determined acceptable by the student's graduate program. The student must consult their graduate program director for such information. All transfer hours must be appropriate to the particular graduate program in which the student is enrolled. Correspondence study will not count toward a graduate degree at USI, and such credit cannot be transferred from another institution.

Student ID Number: _____ **Name: (Last)** _____ **(First)** _____ **(MI)** _____

Graduate Degree: _____ **Major/track:** _____ **Term/Year Admitted:** _____

Name of Transfer Institution: _____

School code: _____ **Terms of attendance: (From)** _____ **(To)** _____

Based on the graduate program director's evaluation of the student's official graduate transcript, USI will award the equivalent transfer credit indicated below, to be applied toward the student's current graduate degree program:

Transfer Course (subject and course #)	Transfer Course Title	Hrs	Term/yr taken*	Equivalent USI Course (subject and course #)	Hrs

Total transfer credit hours from the institution: _____

*Any transfer coursework that has exceeded the time limitation (refer to the graduate bulletin) also requires completion of a **Petition to Validate an Expired Graduate Course** form before transfer credit can be awarded.

Graduate Program Director Signature: _____ **Date:** _____

Director of Graduate Studies Signature: _____ **Date:** _____

Submit original copy of the completed form (with signatures) to the Registrar's Office for processing.

Registrar's Office Use Only		Received date:	Minimum grade of B in all classes verified by:	
Processed by:	Date:	School code:	SHATRNS hrs awarded:	SHATERM total GR transfer hrs (max 12):