



DEPARTMENT OF BIOLOGY

Transfer of Graduate Credits Policies and Procedure

To transfer Graduate Credits from another institution, please review the following requirements. If you believe that your credits qualify then you can follow the steps listed below.

Transfer Credit Policies and Requirements

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.

1. Candidates for the M.A., M.S., LL.M., or M.A.T. degree may offer up to 8 hours of graduate credit from other institutions.
2. Candidates for the Ph.D. degree may offer up to 30 hours of graduate credit from other institutions. Transfer of credit is not an automatic occurrence. Students must obtain the written consent of both their departmental advisor and the dean before credit earned at other institutions will be added to their records.

University requirements for transfer credit eligibility include the following:

1. It is a graduate-level course.
2. You received a B or better in the course.
3. The course is no more than 7 years prior to the passing of the prelims for Ph.D. students and no more than 5 years prior to the awarding of the degree for the M.S. students.
4. Courses taken while an undergraduate and counted toward the requirements of a baccalaureate degree may not also be counted toward a graduate degree. Courses counted toward the requirements for one advanced degree may not be counted toward requirements for another degree at the same level. In other words, courses taken for an M.S. cannot count towards another M.S., but can count towards a Ph.D.

Additional department requirements include a short, typed description of the course, from the university's course catalogue or the course syllabus, along with a URL to the original course description, so that faculty may accurately assess whether the content of the course is appropriate for credit transfer.

Transfer Credit Procedure

1. Fill out the following form with your course descriptions and provide it to your advisory committee (where transfer credits are sought for courses at multiple institutions, fill out a separate form for each institution).
2. Receive signatures for approved courses from your committee chair and at least one other committee member.
3. Send the form and a copy of your final transcript (only if the IU Biology graduate student advising office does not already have a copy of your *final* transcript) to Myers Hall 150 or biogrdav@indiana.edu.



DEPARTMENT OF BIOLOGY

COLLEGE OF ARTS + SCIENCES

Request for Transfer of Graduate Credit

Original transcript or photocopy of both sides of final transcript is required for Credit Transfer.

University ID Number: _____

Program: _____

Full Name: _____

Total semester units of transfer credit requested: _____

Institution	City	State	Country

Title	Semester	Year	Department	Course #	Unit Credits	Grade
<i>Course Description</i>						
<i>Course Description</i>						
<i>Course Description</i>						
<i>Course Description</i>						
<i>Course Description</i>						
<i>Course Description</i>						
<i>Course Description</i>						
<i>Course Description</i>						
<i>Course Description</i>						
<i>Course Description</i>						

Committee Chair Signature: _____

Committee Member Signature: _____