



## UWM GRADUATE SCHOOL GRADUATE TRANSFER CREDIT EVALUATION FORM

www.uwm.edu/Dept/Grad\_Sch/Publications/Handbook/Masters  
414-229-6569

### *Introduction*

This form is intended for UWM graduate degree students who wish to transfer graduate level work to their UWM degree. ***Early completion of this process will allow students and programs to map out a program of study and to accurately track progress toward completion of the degree.***

Work of this sort may be in any of the following four categories:

1. UWM coursework taken as a Graduate Non-Degree student,
2. UWM coursework taken as an Off-Campus Graduate student,
3. Graduate-level coursework taken at another college or university, or
4. UWM coursework taken while enrolled in a previous UWM graduate degree program.

To qualify, work from any of the above categories must meet the following requirements:

- ✓ the work must be graduate-level work from an accredited institution.
- ✓ the work must have been taken within five years prior to the first semester enrolled in the UWM degree program.
- ✓ the work cannot have been used to meet previous degree requirements.
- ✓ a grade of B or better must be earned; B- is not acceptable.
- ✓ the work must be approved by your major program.
- ✓ Continuing Education credits (CEU's) are not eligible for transfer.

The maximum number of credits allowable is the higher of (a) 12 semester credits or (b) 40% of the total number of credits required for graduation.

### *Instructions*

1. Complete Section 1 of the enclosed form and return it to the Graduate School at the address below.
2. For coursework from other colleges or universities, *official* transcripts must be provided.
  - a. You may have transcripts sent directly from the issuing institution to the address below, or
  - b. You may submit issued-to-student copies of the transcript(s) *if the copies are in envelopes sealed by the issuing institution, and are received unopened in the Graduate School.*
  - c. If you have already had official transcripts for the potential transfer credits sent as part of the application process, you do NOT need to send additional copies, unless the prior copies were incomplete.
3. The Graduate School will obtain transcripts of all your UWM graduate work.
4. The Graduate School will evaluate the requested work and send a copy of the form with all supporting transcripts to your Program for review of eligible credits toward meeting degree requirements.
5. If the Program has approved the evaluated work, the Graduate School will post the approved work to your record and send you confirmation of the approvals. Transfer credit will be posted on the students official record after completion of one semester in the degree program.
6. Only UWM coursework is calculated in your graduate GPA

Send the completed forms (and transcripts of any non-UWM work to be evaluated) to the following address:

UWM Graduate School  
Graduate Student Services  
PO Box 340  
Milwaukee WI 53201-0340

**UWM GRADUATE SCHOOL**  
P.O. Box 340, Milwaukee, WI 53201  
**GRADUATE TRANSFER CREDIT EVALUATION FORM**



<b>I. TO BE COMPLETED BY STUDENT</b>					
1. NAME LAST FIRST MIDDLE				2. CAMPUS ID	
3. PREVIOUS NAME LAST FIRST MIDDLE					
4. CURRENT MAILING ADDRESS NUMBER/STREET			CITY	STATE	ZIP
			5. DAYTIME PHONE		
6. E-MAIL ADDRESS		7. PROGRAM		8. ADVISOR'S NAME	
List each course you would like to have counted toward your current degree requirements.					
INSTITUTION	DEPT.	COURSE NO./TITLE	SEM/YR	CREDITS	GRADE

**II. GRADUATE SCHOOL REVIEW**

<p>Evaluator's Signature _____</p> <p align="center">Phone Number _____</p> <p align="right">Date _____</p>
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**III. MAJOR PROGRAM RECOMMENDATION**

Please examine the graduate credits above for transfer. Complete this section with your recommendation and return this form to the Graduate School (Mitchell 261). <input type="checkbox"/> APPROVE ALL CREDIT <input type="checkbox"/> APPROVE PARTIAL CREDIT (indicate which credits) <input type="checkbox"/> DISAPPROVED	
REMARKS:	
Authorized Graduate Program Representative's Signature/Date _____	Advisor's Signature / Date _____

**IV. GRADUATE SCHOOL DECISION**

<input type="checkbox"/> APPROVE ALL CREDIT <input type="checkbox"/> APPROVE PARTIAL CREDIT (indicate which credits) <input type="checkbox"/> NOT APPROVED	
Processed _____ Initial / Date	