

INSTRUCTIONS for REQUESTING EVALUATION of TRANSFER CREDIT

Transfer credit applied toward the master's degree is subject to limitations and must meet criteria established by the Office of Admissions, the academic unit offering the degree, and the Graduate College. Below is a summary of the evaluation process and applicable Graduate College policies. Additional information is available in the [Graduate College Bulletin](#).

For best assistance with degree planning and advisement, submit the *Request for Evaluation of Transfer Credit* form as soon as possible after admission to the University of Oklahoma. This form is required for review of transfer credit.

EVALUATION PROCESS

1. The student will submit the *Request for Evaluation of Transfer Credit* form and official transcripts to:

University of Oklahoma
PaCS Registration & Records
1700 Asp Avenue, B-1
Norman, OK 73072-6400
pacsregistration@ou.edu

2. PaCS Registration & Records (formerly CCE) will evaluate the transcripts and forward copies to the academic program with the *Request for Evaluation of Transfer Credit* form.
3. The academic program will determine applicability of the credit submitted for evaluation, recommend approval or denial, and forward the request to the Graduate College for final review.
4. The Graduate College will review the request and send notification of transfer credit approval/denial to all parties.
5. Approved transfer credit will be posted to the student's University of Oklahoma transcript.
6. Approved transfer credit must be included on the *Program of Study* form submitted to the Graduate College.

GRADUATE COLLEGE GUIDELINES FOR TRANSFER CREDIT APPLIED TOWARD THE MASTER'S DEGREE

Transfer credit must meet all of the following criteria:

- Official transcripts must be submitted to the Office of Admissions for verification that the coursework transferred represents valid graduate credit earned in graduate-level courses from a regionally accredited college or university.
- The credit was not previously applied toward a bachelor's, master's, or doctoral degree.
- The credit is not more than five years old at the time of admission or readmission to the University of Oklahoma graduate degree program.
- The credit is applicable toward the degree.
- The credit carries a grade of A, B, or S on a 4.0 scale. The S grade must be equivalent to a B or higher. For institutions with an expanded grading system (+/- system), the grade must be equivalent to 3.0 or higher. Transfer credit carrying a grade of B-minus, P, or CR cannot be applied to a graduate degree.
- The credit is approved by the academic unit, which may have more stringent requirements than those of the Graduate College.
- The credit is approved by the Dean of the Graduate College.

GRADUATE COLLEGE LIMITATIONS ON TRANSFER CREDIT APPLIED TOWARD THE MASTER'S DEGREE

- When combined, hours transferred from other institutions and residence credit taken before admission to a graduate degree program may not constitute more than 12 credit hours.
- The academic unit may have more stringent limitations than those of the Graduate College. These limitations must be identified in the General Catalog, and will take precedence over those found elsewhere.

Please contact the Graduate College if you have questions.
 405.325.3811 | gradinfo@ou.edu

REQUEST for EVALUATION of TRANSFER CREDIT

STUDENT NAME:

STUDENT ID NUMBER:

- By submitting this form, I am requesting an evaluation of the coursework listed below, which I intend to apply as transfer credit toward the Master of _____ degree.
- I have read the guidelines and limitations in the [Graduate College Bulletin](#) and determined this coursework meets all criteria for transfer credit applied toward the master’s degree.
- I understand that submission of this form does not constitute approval to apply any transfer credit to my degree, and that the Graduate College will notify me when my request has been approved or denied.
- I understand that no more than 25% of the total credit hours required for my degree can be more than five years old at the time I graduate.
- I understand that this transfer credit may no longer be applicable to my degree if I allow my admission status to lapse, or if I take longer than the time allowed for degree completion. Furthermore, I understand that I will be responsible for contacting the Graduate College to determine if I may still apply this transfer credit to the degree under those circumstances.

Course Number	Course Title	Semester Taken	Hours	Grade	Institution	Yes/No

All fields above are required. Incomplete requests for evaluation of transfer credit cannot be reviewed.

NOTE TO STUDENT:

- Please complete this form electronically.
- Enter complete information for each transfer course to be evaluated in the *Course Number, Course Title, Semester Taken, Hours, Grade, and Institution* columns.
- All information should be entered exactly as it appears on your official transcript.

NOTE TO ACADEMIC PROGRAM:

- The graduate liaison should recommend approval or denial for each course in the *Yes/No* column.
- Email the completed request to the Graduate College for final review.