



Graduate School

GRADUATE CREDIT EVALUATION FORM Graduate Transfer Credit Evaluation Form

uwm.edu/graduateschool/gradresources/forms-and-downloads/

Mitchell Hall, Room 261 414-229-6569

These instructions are **ONLY** for UWM graduate students to transfer graduate-level work.

Use the link above for the *Certificate Double-Counted Credit Evaluation Form* OR *Accelerated Master's Credit Evaluation Form*.

Graduate Transfer Credit Evaluation Form Instructions.

Complete **Part 1** on the following page.

1. ***SELECT: 3. Graduate Transfer Credit***
2. List graduate-level coursework taken
3. Sign and Date the form
4. Submit to the Graduate School

After that, the Graduate School and your Program will complete Parts 2, 3, and 4.

Graduate-level credits that need evaluation for transfer fall into these categories:

- ✓ UWM coursework taken as a UWM graduate non-degree candidate, a UWM graduate degree student, or a UWM graduate certificate student.
- ✓ *Graduate-level coursework taken at another college or university.

The maximum number of transfer credits for a:

- ✓ **master's degree** is the higher of (a) 12 semester credits or (b) 40% of the required credits for master's graduation.
- ✓ **certificate degree** is no more than 20% of the required credits for the certificate degree. Some programs do not allow transfer credits.
- ✓ **doctoral degree** is 12 semester credits.

To qualify, work must meet the following requirements:

- ✓ Graduate-level from an accredited institution.
- ✓ Taken within five years of admission to your UWM program.
- ✓ Not have been used to meet previous degree or certificate requirements.
- ✓ Grade of B or better (B- is not acceptable).
- ✓ Approved by your UWM program unit.

Individual programs may apply more stringent requirements.

***Transcripts.** Transfer institutions must send an official transcript of the coursework directly to UWM Graduate School. Unofficial transcripts are not accepted. UWM coursework does not require a transcript.

Submission Drop off or mail the evaluation form and any transcripts to the Graduate School.

Drop off: UWM Graduate School Mitchell Hall, 261
Mon-Fri 9a - 4:30p

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

03/2020

Graduate School

Mitchell Hall, Room 261

414-229-6569

Part 1. TO BE COMPLETED BY STUDENT

Check Only One Box

1. CURRENT LAST Name, FIRST Name MIDDLE Name		2. UWM 9 digit CAMPUS ID
3. PREVIOUS LAST Name, FIRST Name MIDDLE Name		Dates Previous Name Used
4. UWM PROGRAM the credits below should transfer to or double-count for if approved by both the Program and the Graduate School		5. DAYTIME PHONE
6. UWM E-Mail Address	7. ALTERNATE E-Mail Address	8. GRADUATE PROGRAM ADVISOR'S NAME

List courses below for evaluation. **If you selected 2a.**, only sign your name and submit directly to Major Program to complete Part 3.

INSTITUTION	COURSE DEPARTMENT CODE and COURSE NUMBER and COURSE TITLE	SEM / YEAR	CREDITS	GRADE
UWM	BIO SCI 540G Microbial Diversity and Physiology	Spring 2019	3	B+

Student's
Signature: _____

Date
Signed: _____

Part 2. GRADUATE SCHOOL REVIEW

Evaluator's Signature _____			Phone Number _____	Date _____
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Part 3. MAJOR PROGRAM RECOMMENDATION

Please examine the graduate credits above. Mark your credit recommendation, sign, and return this form to the Graduate School - Mitchell 261

APPROVED courses: **check-mark next to each course**
and circle one: TRANSFER or DOUBLE-COUNTING

ZERO CREDITS: Credits are **NOT APPROVED** for transfer or double-counting
OR **Student checked 2a.** and has no credits to transfer from undergraduate career.

REMARKS:

Authorized Graduate Program Representative's Signature _____

Date _____

Advisor's Signature _____

Date _____

Part 4. GRADUATE SCHOOL DECISION

Check correct box and fill in number of credits	TRANSFER _____ number of credits	DOUBLE-COUNTING _____ number of credits	ZERO CREDITS
Processed _____			Initials / Date