

**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



**GRADUATE CREDIT EVALUATION FORM**  
<https://uwm.edu/graduateschool/forms-downloads/>

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
<i>UWM</i>	<i>BIO SCI 540G Microbial Diversity and Physiology</i>	<i>Spring 2019</i>	<i>3</i>	<i>B+</i>

Student's Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_

**Part 2. GRADUATE SCHOOL REVIEW**

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Evaluator's Signature \_\_\_\_\_ Phone Number \_\_\_\_\_ Date \_\_\_\_\_

**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:

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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 \_\_\_\_\_