

The University of Michigan-Ann Arbor (U-M)
Master of Engineering – Transfer of Credit

Transfer of Credit Regulations:

- A student may request to transfer in a max of 15 credits. Of these, no more than 6 may be from a non-U-M institution.
- The student must have a cumulative U-M GPA above a “B” average (3.0 on a 4.0 scale).

Credits from a course may be transferred if:

- Credits from the transfer course were not applied toward another degree.
- Credits from the transfer course were not from extension or continuing education courses.
- The transfer course was taken less than five years before beginning the present graduate program.
- A grade **above** a “B” was earned in the transfer course. **A grade of “B-” or lower will not be accepted for a transfer course.**

Steps to request a transfer of credit:

- The student must email a transfer of credit petition along with the course syllabus and a proposed plan of study to his or her graduate coordinator.
 - The petition should be a few paragraphs in length explaining why the transfer course will apply to the program.
 - Note that transfer courses are expected to directly apply to the student’s degree program.
 - Approval will be granted or denied generally within one week of submission.
- If approved, the student then submits the transfer of credit form (below) and official transcripts from the university where the course was taken.
 - Note that official transcripts should not be requested until the course is completed and an official grade is posted on the transcript.
- Transfer of credit requests are processed in batches about once a semester so it may take a few months for the credits to show on the U-M transcript.

Notes:

- The student must have completed at least 9 U-M credits and must currently be registered for a U-M course in order for the transfer of credit request to be processed.
 - If student has not yet completed at least 9 U-M credits and/or is not currently registered for a U-M course, we will hold paperwork until student meets the requirements. Once requirements are met, paperwork will be processed.
- If the student is taking a transfer course the same semester as graduating, the student is responsible to have the institution send us the official transcript with final grade before the U-M **degree audit deadline**. (Students should check with their graduate coordinators to find out degree audit deadlines.)
 - If we do not receive the transcript by the degree audit deadline, the student will graduate the following semester.
- Credits for a transfer course are applied to a student’s transcript and will be added to the overall number of credits taken.
- The grade for a transfer course, however, is not applied to the student’s transcript and does not affect the student’s overall U-M GPA.
- Any questions regarding this process should be directed to the student’s graduate coordinator.

Request to have **official transcript** mailed to:

Attn: Shonda Bottke
Transfer of Credit Request
The University of Michigan
2214 SI North
1075 Beal Avenue
Ann Arbor, MI 48109-2112

College of Engineering
Graduate Professional Program
2214 SI-North
Ann Arbor, Michigan 48109-2112

REQUEST FOR TRANSFER OF CREDIT

(Full Name)

(Street Address)

(City, State, Zip Code and Country)

(UM Student ID Number)

(Field of Specialization)

I request that the course/s listed below be transferred and counted toward my degree:

(Name of Degree)

(Student Signature – **Typed name is accepted in place
of student's signature**)

(Date Submitted)

Courses and credit hours to be placed on my College of Engineering record

	<u>Course #</u>	<u>Course Title</u>	<u>Credit Hours</u>	<u>College/University</u>	<u>Term</u>	<u>Grade</u>
1.	_____	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____	_____
4.	_____	_____	_____	_____	_____	_____

Approved: _____

Date