

Transfer of Credit Form

Student Name _____ StarID _____

Address _____ Cell Phone _____

City _____ State _____ Zip Code _____

E-mail Address _____

Learning Community _____ Facilitator _____

The graduate applicant/candidate must complete this form and submit it and the appropriate documentation on or before the end of the first semester. See the Transfer Credit Policy for complete information required. Transcripts on file from the application process may be used in reviewing transfer requests.

Institution Name _____ Phone _____

Address _____

City _____ State _____ Zip Code _____

Course Number	Title	semester or quarter credits	term/year	grade

Course Number	Title	semester or quarter credits	term/year	grade

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Credits may be transferred in the Master of Science in Education Learning Community Program for:

- ED 633 Trends & Issues in Education - 3 credits (1st year spring semester)
- ED 626 Democracy, Diversity & Leadership - 3 credits (2nd year fall semester)
- ED 634 Educators as Changed Agents- 3 credits (2nd year spring semester)

Total Number of credits requested: _____

I certify that the above information is true and accurate to the best of my knowledge.

Student Signature _____ Date _____

Send to:

Southwest Minnesota State University, School of Graduate Studies
1501 State Street, Marshall, MN 56258, Phone: (507) 537-6819 Fax: (507) 537-6227
graduatestudies@SMSU.edu

Transfer Credit Policy and Procedure

A Maximum of 9 semester credits of previous graduate work from other accredited universities may be transferred to meet the requirements for a Master of Science in Education degree. These credits will be accepted for **ED 633 Trends & Issues in Education, ED 626 Democracy, Diversity & Leadership, and ED 634 Educators as Change Agents**. Students will have the responsibility to document the following criteria:

1. The transfer credit request form stating the SMSU and substituting course numbers and titles.
2. Official transcripts from an accredited graduate institution.
3. Credits can not be from courses taken more than five years prior to the start of the SMSU Learning Community.
4. A grade "B" (not B-) or above must be earned. Non-graded courses (Cr/NC) are not accepted.
5. The course must be part of a regular graduate program at the originating university. Workshops, Continuing Education Courses and In-Service Training are not accepted as transfer credit.
6. Transfer credit requests for courses earned prior to admission to the program must be submitted by the end of the first semester in the program.

* Credits accepted for transfer apply to tuition and transcripts only and not to class contact hours or course fees. Learning from the transferred courses will be demonstrated and extended in the portfolio.