# TRANSFER CREDIT REQUEST

For credit transfers:
* An official transcript must accompany this form; as well as
* A letter from your previous institution/department that states the credits you are attempting to transfer were not used for a previous degree.

Student Name: ________________________________  Department Name: ________________________________
Student ID: ________________________________  Program Name: ________________________________
Student E-mail: ________________________________

I am currently enrolled in the School of Public Health and request the course(s) listed below be transferred to my SPH record and counted toward my degree program.

**Institution Name:**

<table>
<thead>
<tr>
<th>Term/Year</th>
<th>Course Number</th>
<th>Grade Earned</th>
<th>Credit Hours</th>
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**TOTAL HOURS _____**

Student Signature ________________________________  Date _____________

Department Chair or Designee Signature / Name Printed ________________________________  Date _____________

Approved by the Office for Student Engagement and Practice, SPH ________________________________  Date _____________
SPH Guidelines for Transfer of Credit:

Credit may be transferred only for approved graduate-level courses.

Upon approval from the SPH Department Chair, a student may transfer:

A. Credits from other units within the university of Michigan (Intra-University):
   Coursework transferred from Intra-University will appear on the SPH academic record with associated grades and are computed in the cumulative grade point average.

B. Up to six (6) credits from other regionally accredited colleges or universities (Inter-University)

Course(s) cannot be transferred for credit if:

1. Already applied toward another degree (exception: approved dual degree program)

2. Taken more than five (5) years prior to entering the present SPH program

3. A grade below “B” was earned

Up to one-half (1/2) the minimum number of credit hours required for a degree program in SPH may be transferred to student’s record from Intra-University and Inter-University sources combined, e.g., if the degree program requires 60 credit hours, student may transfer 24 hours from Intra-University sources plus 6 hours from Inter-University sources. Therefore, a student must be admitted and enrolled in SPH while obtaining at least fifty percent (50%) of the credits necessary for their SPH degree. Students enrolled in an SPH/Rackham degree program and wishing to transfer to an SPH degree program are exempt from this requirement.