

INSTRUCTIONS FOR COMPLETING REQUEST TO TRANSFER CREDIT FORM

Complete the top portion of the Request to Transfer Credit form and forward to your Program Director along with your Application for Degree Candidacy for his/her recommendation and signature.

If requesting transfer of courses from more than one institution, complete a separate form for each institution.

Be sure courses meet the current Graduate School Policies (<http://www.uwstout.edu/grad/index.html>) for transferring credits.

Two official transcripts showing the courses requested for transfer are required from each transfer institution. It is the student's responsibility to request that the appropriate transcripts be sent to the Graduate School, UW-Stout, Menomonie, WI 54751.

You must designate what Stout course it will transfer as. In order to transfer as a UW-Stout 700 level or higher course, it would have to have been taken at that level at the offering institution.

(Example: UW-Milwaukee course #'s 300 through 699 are undergraduate/graduate courses, #'s 700 through 999 are graduate level courses. Thus course ED PSY 631 at UW-Milwaukee cannot come in as a Stout 700 level course.) If it does not equate to a specific Stout course, you must designate it as a general elective using course # ELCTV-G56 for 500 and 600 level courses, or ELCTV-G7X if it's a 700 level course.

Because UW-Stout is on the semester system, credits from institutions on quarter system will transfer as follows: 1 quarter credit = 2/3 semester credit. This is important to keep in mind when calculating the total credits required for graduation.

After Degree Candidacy has been granted and the transfer of credits has been completed, the student and the graduate program director will be sent a copy of the transaction. At that time, the credits should appear on your Stout transcript in the Transfer Credit Section.

If there are questions, or if more information is needed, please contact Jeanne Stoeklen by email at (stoeklenj@uwstout.edu) or by telephone at (715) 232-2211 in the Graduate School, University of Wisconsin-Stout.

SEE DIRECTIONS ON BACK

REQUEST TO TRANSFER CREDIT
Graduate School
University of Wisconsin-Stout
Menomonie, WI 54751
(Attach to Application for Degree Candidacy)

Name _____ Date _____

Address _____ Social Security/Stout ID Number _____

City _____ State _____ Zip _____ M.S./Ed.S. in _____

Transfer Institution (use one form for each institution): _____

(Student must request two official graduate transcripts be sent to the UW-Stout Graduate School, showing award of graduate credit in the courses requested to be transferred.)

Course information from transcript where course was completed:

Will transfer in to STOUT as:*

TERM TAKEN	COURSE #	TITLE	# OF CREDITS	CIRCLE ONE:	GRADE	COURSE #*	= 700 LEVEL CIRCLE ONE:	TITLE	SEM CREDIT HOURS
<i>EXAMPLE</i> Sem I 05-06	<i>COUN-724</i>	<i>Introduction to Family Systems</i>	<i>3</i>	<i>SEM QTR</i>	<i>A</i>	<i>PSYC-666</i>	<i>Y N</i>	<i>Alcohol & Family Systems Intervention</i>	<i>2</i>
_____	_____	_____	_____	SEM QTR	_____	_____	Y N	_____	_____
_____	_____	_____	_____	SEM QTR	_____	_____	Y N	_____	_____
_____	_____	_____	_____	SEM QTR	_____	_____	Y N	_____	_____
_____	_____	_____	_____	SEM QTR	_____	_____	Y N	_____	_____
_____	_____	_____	_____	SEM QTR	_____	_____	Y N	_____	_____

_____ I recommend approval of the above request.

_____ I recommend transfer of only the following course(s):

_____ I do not recommend transferring any of the above courses.

*If not equal to specific UW-Stout course, use course numbers:
ELCTV-G56 (500 or 600 level)
ELCTV-G7X (700 level)

Signature of Program Director _____

Date _____