

**GENERAL INSTRUCTIONS FOR COMPLETING THE
REQUEST TO DETERMINE ELIGIBILITY FOR TRANSFER CREDIT**

This form is to be used to determine if the courses listed above meet the university's requirements to transfer courses. The Graduate School will review the request and determine if the courses are eligible to be transferred to your OSU graduate program.

1. Fill in your names and previous name, of any.
2. Fill in (a) a day telephone phone number, (b) your student ID number, and (c) your email address.
3. Fill in (a) the most recent or highest degree you hold (e.g. B.S. botany, M.S. chemistry), (b) the year you received the degree and (c) from what institution you received it.
4. Indicate your major. (This must be one of the majors listed in the university catalog at this URL: <http://catalog.oregonstate.edu/ChapterDetail.aspx?key=46#Section842>).
5. Indicate the academic unit of your major. This is found in the same row as your major at the above URL.
6. Indicate the name of each institution on a separate line in the box titled "Transfer courses indicated:" Then mark each transferred course with the appropriate transfer symbol (T1, T2, T3, T4).
7. Fill in course titles, numbers, credit hours, and grades as they appear on your official transcripts. List only courses that your program will endorse for use on a graduate program of study.
8. Do not list undergraduate courses even if your prior university allowed them to be used to meet degree requirements.
9. For transfer credits to a master's degree, do not list courses that will be older than 7 years at the time of degree completion.
10. **Official** transcripts (for all courses to be transferred from other institutions) must be on file in the Graduate School Office **BEFORE** your program can be approved. When requesting transcripts from another institution, ask that they be sent directly to the Graduate School Office. Only graduate level courses with a grade of a 3.0 (B) or better are transferable. To convert semester hours to quarter hours: multiply semester hours by 1.5. *See additional information under "Transferred Credit" in the [Graduate Catalog](#) (<http://catalog.oregonstate.edu/ChapterDetail.aspx?key=38#Section1802>).*
11. Obtain the signatures of your major professor and graduate program director. Then submit the request for transfer credit to the Graduate School.

Copies of your transfer credit audit form will be sent to you, your major department, and major professor c/o your major department. Please contact your department for your copy.

If you have any questions, please call 541-737-4881 (Graduate School).

Transfer Credit Information from the catalog (<http://catalog.oregonstate.edu/ChapterDetail.aspx?key=38#Section1802>)

Students who wish to transfer graduate credits from other schools must provide transcripts for courses already completed to the Graduate School prior to the submission of a study program. If a student undertakes a transfer course after his or her study program has been approved, the student must provide the Graduate School with a transcript of this course prior to the final examination. The Graduate School does not assume responsibility for obtaining transcripts from other institutions.

Courses to be transferred **must be graduate level**, taken after the completion of a four-year baccalaureate degree (or equivalent), with grades of "B" (3.00) or better. Courses delivered off-campus or by electronic means must satisfy the OSU guidelines for the electronic delivery of courses. It is the responsibility of the student wishing to transfer the course to provide the necessary documentation to satisfy the OSU guidelines. Traditional extension and correspondence courses with no live or real-time interaction with the instructor are not transferable.

Graduate courses may be transferred if:

1. the work is appropriate to and will be placed on the student's graduate certificate or degree program;
2. the transfer is approved by the student's committee (for degree-seeking students), by the major program or department, and by the Graduate School; and
3. grades of "B" (3.00) or better have been earned.

If the transfer credit is from a foreign university, the student must provide copies of the original transcript and an English translation of the transcript, with the courses to be transferred clearly indicated. Grades and credits for the courses must be clearly identified. In some countries, the first university degree, which OSU considers to be equivalent to a baccalaureate degree, may take five years or more to complete. All of the course work toward such a degree is considered a requirement for the first university degree, and hence none of it can be transferred to a graduate certificate or graduate degree at OSU.

Students may not transfer courses graded on a nonstandard basis (e.g., Pass/No Pass, Credit/No Credit, Satisfactory/Unsatisfactory) to their graduate certificate or degree programs unless it can be verified from the registrar of the university offering the course that the grade is equivalent to a "B" (3.00) or better.

Graduate courses to be transferred to an OSU master's degree must not have been used to satisfy the requirements for a master's degree (or equivalent) or a doctoral degree from another institution.

Graduate courses to be transferred from an OSU master's degree to a second OSU master's degree must meet the following three requirements:

1. Credits used to satisfy the residency requirements of one master's degree may not be used to satisfy the residency requirements of another master's degree.
2. Students who earn two master's degrees at Oregon State University must complete all degree requirements for each degree. This requires filing separate programs of study forms for each degree, filing separate commencement applications for each degree, completing separate projects or theses for each degree, scheduling separate final oral examinations for each degree, and passing final oral examinations for each degree.
3. Such credit will be granted only for graded course work earned at Oregon State University and completed with a grade of "B" or higher.

Up to 15 graduate credits may be transferred toward a 45-credit master's degree. Up to 6 graduate credits may be transferred toward an 18-credit graduate certificate.

Graduate courses to be transferred to a doctoral degree program can be courses that were used to satisfy the graduate course requirements for a graduate certificate or a master's degree (or equivalent). Selected 700-level courses that have been deemed equivalent to graduate-level learning may be used on doctoral programs of study upon approval of the student's graduate committee. There is no limit on transfer credit toward the doctoral degree as long as the doctoral residence requirement is satisfied.

Credits earned in fulfillment of a graduate certificate program may be applied to a graduate degree, so long as they meet the appropriate standards for use in the degree and the criteria to transfer credit as defined herein. Courses completed for a degree program may likewise be applied toward a certificate program.

Graduate courses taken at OSU while the student was a graduate nondegree-seeking student, a postbaccalaureate student, or a professional degree seeking student (PharmD or DVM), and courses reserved for graduate credit while the student was an undergraduate or postbaccalaureate student are considered transfer courses.