



NORTHERN ARIZONA UNIVERSITY

Graduate College

Petition for Transfer Credit (Master's Programs)

Fill out this form completely and attach an official transcript showing the courses for which you are requesting transfer credit. Use a separate form for each college or university from which you are requesting transfer credit. (Regulations governing transfer credit are explained on the second page.)

Student Name _____ Student ID Number _____ E-mail Address _____ Daytime Telephone _____

Current Address _____ City _____ State _____ Zip Code _____

NAU Degree and Major _____ University or College Where Credits Were Earned _____ Today's Date _____

Year & Semester Earned	Course Number and Prefix	Course Title	Sem. Hours	Grade	Adviser		Graduate College	
					Substitute Course for	Deny	Yes	No

Approval Recommended (Adviser's Signature) _____ Date _____ Approval Recommended (Graduate Coordinator or Chair) _____ Date _____

Graduate College Approval _____ Date _____ Total Hours Approved for Transfer _____ Recorded By _____ Date _____

Comments _____

Regulations Governing Transfer Credit (Master's Degrees)

If you have been admitted to a master's program at Northern Arizona University and have earned graduate credit at another university, you may petition to apply such credit toward a master's degree at Northern Arizona University.

Transferring credits to a graduate degree program is not done routinely. Before you enroll in one or more courses at another institution with plans to transfer the credits to a degree program at NAU, you must obtain your adviser's approval.

To be considered for transfer credit, your courses must:

- have been earned at a regionally accredited institution
- have been earned with a grade of A or B (We will accept a pass grade if the course is graded only on a pass-fail basis.)
- have been earned within the six-year period required for completing your degree at NAU (master's degree only)
- be applicable to a graduate degree at the institution where the credit was earned

- meet the Arizona Board of Regents' requirement for credit. A minimum of 45 hours of work is required for each unit of credit. (Note: An hour of work is equivalent to 50 minutes of class time, often called a "contact hour," or 60 minutes of independent study work. We require at least 45 contact hours for each 3-credit course, and we assume at least 90 hours of student homework for that course).

- the number of hours you transfer from other institutions cannot exceed twenty-five percent of the total minimum credit hours required for your master's degree. A student in the M.Ed. in Secondary Education program may transfer 12 hours in the content area.

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