Transfer Evaluation for Graduate-level Credit

Graduate Studies
University of Southern Indiana
8600 University Blvd. Evansville, IN 47712
Phone: 812-465-7015

Graduate Studies may accept transfer credit for coursework completed at other colleges and universities accredited for master-level study or higher by the Higher Learning Commission or a comparable regional accrediting agency. The total average in such study must be B (3.0) or above and **no grade lower than B will be accepted**. Correspondence study will not count toward a graduate degree at USI, and such credit cannot be transferred from another institution. All transfer must be approved in advance by the student's graduate program director or chair and by the Director of Graduate Studies.

- x For master's-level programs, Graduate Studies may accept for transfer credit up to 12 credit hours of master's-level coursework.
- x For doctoral-level programs, Graduate Studies may accept for transfer credit up to 40% of the total credit hours required to complete the program, depending upon specific program policy. Certain programs may accept additional transfer credit beyond 40% with the approval of the program director, college dean, and the Director of Graduate Studies.

The [Prior Learning Assessment (PLA)](#) policy allows for the granting of credit for previous experiential learning through portfolio review. Not all graduate programs are approved to award PLA credit, and portfolio review credit can only be applied toward the student's graduate program with approval from the program director and the Director of Graduate Studies. The **combined maximum** that can be awarded between transfer credit and portfolio review credit cannot exceed:

- x 12 credit hours for master's-level programs requiring 36 or fewer total hours, or
- x one third of the total hours required for the program for master's-level programs requiring greater than 36 total hours.

Within the limits noted above, each graduate program determines the number of transfer and PLA hours that can be awarded. Graduate Studies will approve no more than those determined acceptable by the respective graduate program. The student must consult their graduate program director for such information. All transfer and PLA credit must be appropriate to the particular program in which the student is enrolled.

Student ID Number:_____ Name: (Last)_____ (First) _____ (MI) _____

Graduate Degree _____ Major/track: _____ Term/Year Admitted: _____

Name of Transfer Institution: _____

School code_____ Terms of attendance: (From)_____ _____ (To) _____ _____

Based on the evaluation of the institution's offical college, USI will award the appropriate equivalent transfer credit indicated below, to be applied toward the student's current graduate degree program.

Transfer Course (subject and course #)	Transfer Course Title	Hrs	Term/yr taken*	Equivalent USI Course (subject and course #)	Hrs

Total transfer credit hours from the institution: _____

* Any transfer coursework that has exceeded the time limitation (refer to the graduate bulletin) also requires completion of a Petition to Validate an Expired Graduate Course form before transfer credit can be awarded.

Graduate Program Director Signature _____ Date:_____

Director of Graduate Studies Signature_____ Date:_____

Submit original copy of the completed form (with signatures) to the Registrar's Office for processing.

Registrar's Office Use Only		Received date		Minimum grade of B- in all classes verified by:	
Processed by:	Date:	School code:	SHATRNS hrs awarded:	SHATERM total GR transfer hrs:	

6/14/22