



University of Michigan School of Public Health
 Office of Academic Affairs: Registrar's Office
 109 S. Observatory, Suite 1700 SPH 1, Ann Arbor, MI 48109-2029
 734-936-1264, Fax: 734-763-5455, Email: sph.registrar@umich.edu
 www.sph.umich.edu/

TRANSFER CREDIT REQUEST

Please refer to the Guidelines for Transfer of Credit. An official transcript must accompany this form for external courses.

Student Name: _____ Department Name: _____
 Student ID: _____ Program Name: _____

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:

<u>Term/Year</u>	<u>Course Number</u>	<u>Course Title</u>	<u>Credit Hours</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

TOTAL HOURS _____

 Student Signature Date

 Department Chair or Designee Signature / Name Printed Date

 Approved by the Office of Academic Affairs, SPH Date

SPH Guidelines for Transfer of Credit:

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

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

- a) Credits from other units within the university of Michigan
(Intra-University)
- b) Up to six (6) credits from other accredited colleges or universities
(Inter-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.

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 48 credit hours, student may transfer 18 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.