

**M Ed in Divergent Learning  
Student Request for Graduate Course Credit Transfer**

First Name \_\_\_\_\_ Initial \_\_\_\_\_ Last Name \_\_\_\_\_

SSN \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Date of Enrollment in M Ed Program Summer 20 \_\_\_\_ Fall 20 \_\_\_\_

**List information below for each GRADUATE course for which you request transfer credit.**

Attach or submit the official transcript and complete syllabus for each course before the first day of class in the first semester of enrollment in the Master of Education program.

Course Number/Title: \_\_\_\_\_

Institution, location: \_\_\_\_\_

Course Date: \_\_\_\_\_

Course Number/Title: \_\_\_\_\_

Institution, location: \_\_\_\_\_

Course Date: \_\_\_\_\_

**Note the course(s) which the transferred credits would replace.** \_\_\_\_\_

**Columbia College Graduate Bulletin Policies**

1. Students must submit completed requests to transfer credits, including requests for courses taken in another Columbia College graduate program, to the Graduate Program Director before the first day of class in the first semester of enrollment in the Master of Education program.
2. A student may not request graduate credit based on undergraduate course work, professional experience, or professional training.
3. The Graduate Education Department may require a student to take and pass a "department exam" to substitute credit hours for a required course.
4. A student may transfer graduate credit and receive exemptions for no more than a combined total of nine (9) semester hours of graded coursework from other institutions.

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ This request has been granted by: \_\_\_\_\_

\_\_\_\_\_ The Graduate School Registrar has been notified of this decision.

\_\_\_\_\_ This request has been denied by: \_\_\_\_\_

Updated: May 2008