

**TRANSFER CREDIT
REQUEST FORM**

Admissions Office
101 Wilder Tower
Memphis TN 38152-3520
(901) 678-2111

Office hours are 8:00 AM – 5:30 PM
Monday through Thursday and until 4:30 PM Friday

[Click Here to Access the Transfer Equivalency Table](#)

Purpose of this form: Currently enrolled students at the University of Memphis who intend to take coursework at another institution for transfer toward their degree program should consult with the Office of Admissions to complete this form. **This request must be approved prior to taking the courses.** Before credit from another institution can be transferred and recorded on a student's permanent academic record, the student must have an official transcript mailed to the Office of Admissions.

Approval Procedure

1. Review the academic regulations on earning transfer credit at http://www.memphis.edu/ugcatalog/acad_reg/index.php.
2. Print this form and complete Section II.
3. Take the form to the Admissions Office (Wilder 201) for completion of Section I.
4. Meet with your academic advisor to verify that the transfer coursework will satisfy requirements and to obtain the advisor's signature.
5. Take the form to the graduation analyst of your college.
6. Engineering students must also obtain the approval of the department chair of their major.
7. Return the signed form to the Admissions Office.
8. After completing the transfer coursework, request an official transcript from the college/university where the coursework was taken. This transcript must be mailed directly to the University of Memphis Admissions Office, 101 Wilder Tower, Memphis TN 38152.
9. Check your University of Memphis transcript to be certain that the coursework has been transferred and notify your college's graduation analyst if the coursework is taken during your graduation semester.

Transfer Credit Policy and Residence Requirements: Undergraduate students who want to apply courses taken at another college/university must understand the residency requirements to be met in order to graduate with a University of Memphis degree.

- A student will satisfy residence requirements for graduation by earning at least twenty-five (25) percent of credit hours required for the degree at the University of Memphis.
- At least thirty (30) of the final sixty (60) hours required for the degree must be completed at the University of Memphis.
- A student transferring credits from a two-year college or institution must complete, as a requirement for the baccalaureate degree, a minimum of (60) sixty semester hours in an accredited senior (four-year) institution.

A transfer course completed at another institution can be considered for credit if it meets all of the following conditions:

- It is completed at a regionally accredited institution
- It is substantially similar to the University of Memphis course

Credits from institutions on the quarter hour system will be converted to semester hours using the formula of one quarter equals two-thirds of a semester hour.

The maximum credit hour load allowed for any term includes all course enrollments both at the University of Memphis and at other institutions. Review the policy for credit hour load at:

http://www.memphis.edu/ugcatalog/acad_reg/max_hours.php.

General Education Requirements [GEP]: The University General Education Program promotes a shared core learning experience for all undergraduate students at the University of Memphis and provides a framework upon which the college major can build. A complete listing of the courses fulfilling general education requirements for all system institutions is available on the TBR website (www.tbr.state.tn.us) under Transfer and Articulation Information.

Major Requirements: Transfer coursework in the major field must be approved by the department of the student's major.

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Section I below is to be complete by the Admissions Counselor.

Name:			
	<i>Last</i>	<i>First</i>	<i>Middle</i>
Banner ID (U#)			E- mail
Phone	()		

First Term at The U of M	Current Major:	Degree Sought:
University or college at which the student intends to enroll and dates of attendance.		

Name of School	<input type="checkbox"/> 2 yr <input type="checkbox"/> 4 yr	From (month/year)	To (month/year)
Transfer Course #	Transfer Course Title	Sem Hrs Cr	UofM Course Equivalent
		<input type="checkbox"/> UD <input type="checkbox"/> LD	
		<input type="checkbox"/> UD <input type="checkbox"/> LD	
		<input type="checkbox"/> UD <input type="checkbox"/> LD	
		<input type="checkbox"/> UD <input type="checkbox"/> LD	

Admissions Official	Date
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Section II below is to be completed by the student.	Section III below is to be completed and signed by the Academic Advisor and Graduation Analyst Only.
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Check here if you expect to satisfy General Education Program with this work. Specify the requirement(s) that you expect to meet:

Communication American Heritage
 Humanities and Fine Arts Natural Sciences
 Social and Behavioral Sciences Mathematics

Check here if you expect to satisfy a requirement for the Major, or a General Elective with this work. Specify the requirement(s) that you expect to meet:

Major only *Course work is approved for current major.*
 General Electives *If you change your major transfer work may not apply to another degree.*

Check here to certify that you have read and understand all the transfer courses regulation/ policies and residence requirements for graduation at the University.

- A student will satisfy residence requirements for graduation by earning at least twenty-five (25) percent of credit hours required for the degree at the University of Memphis.
- At least thirty (30) of the final sixty (60) hours required for the degree must be completed at the University of Memphis.
- A student cannot earn Upper Division credits at a Community or Junior College.
- A student transferring credits from a two-year college or institution must complete, as a requirement for the baccalaureate degree, a minimum of (60) sixty semester hours in an accredited senior (four-year) institution.

Advisor: Please review the information recorded by Admissions and the student to ensure that courses listed will contribute to the student's academic plan.

Please print advisor's name and campus ext.

Advisor Approval Signature	Date
Dean/Director/Grad. Analyst Approval Signature	Date
Department Chair of Major Approval Herff College of Engineering only	Date

Required Student Signature below	Date