

Transfer Credit Request (TCR) Agreement

College of Arts and Sciences

The College of Arts and Sciences approves Transfer Credit Requests for students with majors in the college with the following stipulations:

- Prerequisites must be completed prior to the semester for which the transfer course is approved. For example, **students may NOT transfer 2 semesters of lower division Foreign Language in one semester** (unless the institution has first and second sessions within one semester).
- It is the student's responsibility to complete the process of submitting the Transfer Credit Request by taking the TCR form to Admissions as well as having the transcript sent from the other institution to The University of Memphis once the coursework has been completed. It is the student's responsibility to check the degree audit to see if the transfer credit has been entered.
- Students must work with their advisor and the General Education program to have the transferred courses recognized in the UM system as meeting General Education requirements.
- Students must have the transcript of their transfer credit sent to The University of Memphis immediately upon completing the coursework. Failure to do so may result in a student not being able to graduate when desired.
- Transfer credit should not be taken during the student's last semester at The University of Memphis because frequently the transcript for the transfer credit will not be sent to the UM in time for the student to be certified for graduation. If the grades are not entered in the UM system by the certification date, the student will not be certified for graduation until the next semester- or a future semester depending on when the course is entered in the UM system.
- Students planning to take transfer courses must satisfy residence requirements: 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 sixty semester hours in an accredited senior (four-year) institution.
- All transfer work from previous semesters must be in the UM system before a student's name will be included on a graduation list.
- **The maximum hours per semester for coursework includes both the course load at The University of Memphis and at any other institution. A student may not exceed the maximum allowed for the semester without prior approval.** Maximum loads = 20.5 for Spring and Fall (10 for 1st or 2nd Session); 23 for Summer (7 for Pre-Session, 9 for 1st or 2nd Session, 16 for Full Summer)

Name _____ U Number _____

Major _____ Advisor _____

Phone Number _____ Classification _____

Student Signature _____ Date _____

NOTE: Students in the College of Arts and Sciences should file their intent to graduate at the beginning of the semester a full calendar year before their expected graduation date.

Please ask at the front desk about the intent process.