

Petition to transfer credits earned prior to admission to the Urban Affairs PhD program

Graduate credits earned prior to admission to the Urban Affairs PhD program will not automatically transfer. Students can complete a petition process to have **a maximum of 12 such credits** applied to the PhD in Urban Affairs degree. Only courses that relate to the purpose and curriculum of the Urban Affairs PhD program will be considered. Credit can only be granted for courses taken within the time limitations set in the Graduate Catalog (10 years). Evaluation of transfer credits is subject to all other University regulations described in the Graduate Catalog.

Transferred credits can be counted toward "Focus Area" or "Advanced Methods" requirements in the Urban Affairs curriculum.

Categories of eligible transfer coursework:

- A. Relevant graduate classes taken at the UofM as a non-degree seeking student
- B. Relevant graduate courses taken while pursuing a different PhD degree (at the UofM or another institution)
- C. Relevant graduate courses taken *after* the completion of a master's degree
- D. Relevant 8000-level courses taken during completion of a master's degree

Instructions

The petition for transfer credits must be complete *after* admission to the Urban Affairs PhD program and *before* the end of the second semester of enrollment.

Provide the following information for each course you wish to be considered for transfer credit:

Student name
Course Prefix and No.
Course Title
Course Institution
Semester Taken
Grade Earned
Credit Hours

Provide a brief description of how the course relates to the purpose and curriculum of the Urban Affairs PhD program (250 words max).

Indicate which category of eligible transfer coursework the course best fits.

Indicate whether the course should be counted as Focus Area course or an Advanced Methods course.

Attach a copy of the course syllabus.

Submit completed petition to suapp@memphis.edu with the subject line "transfer petition_name."