



**APPLICATION TO TRANSFER GRADUATE COURSE WORK**

A **maximum** of **six** units of graduate credit towards a 30-45 unit master's program or **nine** semester units of graduate credit toward a 50 -53 unit master's program may be transferred from other accredited institutions at the discretion of the department chair/program director/advisor. The student must earn a 3.0 or higher in each course. **No continuing education or workshop units may be transferred. Units for research courses and research projects are not transferrable.** Transferred units must have been **earned within the seven-year period** prior to date on which the NDNU master's degree is awarded.

A student who wishes to take a course at another accredited institution after the student has been accepted to a graduate program at NDNU must have the course approved in writing by his/her department chair/program director/advisor before registering. **The transfer course form must be completed before the course is taken.** All transferred units must be within the seven-year limit of the master's degree. A student cannot clear Probationary status through transfer units. Career experience cannot be substituted for graduate coursework.

**Department Chair/Program Director/Advisor must submit the form to the Registrar's Office.**

ID #: \_\_\_\_\_

Student Name: (L) \_\_\_\_\_ (F) \_\_\_\_\_

**TRANSFER IN:**

COURSE NUMBER: \_\_\_\_\_ TITLE: \_\_\_\_\_

UNITS: \_\_\_\_\_ SEMESTER/YEAR: \_\_\_\_\_

ACCREDITED INSTITUTION: \_\_\_\_\_

**APPLY TOWARDS:**

NDNU COURSE REQUIREMENT: \_\_\_\_\_

(Course Number and Title)

**OR**

\_\_\_\_\_ ELECTIVE CREDIT

**I understand that I must provide the Registrar's Office with a course description and official transcripts.**

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

Department Chair/Program Director/Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Registrar's Office Use:**

As a result of transfer, new degree deadline will be:

Date: \_\_\_\_\_ Units Granted: \_\_\_\_\_ Registrar's Office: \_\_\_\_\_