



Office of the Registrar  
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 www.registrar.umb.edu

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**GRADUATE TRANSFER CREDIT  
 APPROVAL FORM**

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**(This form is to be filled out and signed by the Graduate Program Director.)**

From: \_\_\_\_\_, Graduate Program Director  
 Please Print

To: Registrar's Office

This is to inform you that \_\_\_\_\_ — \_\_\_\_\_  
Last First UMS #

may transfer the following course(s), not to exceed 6 credits from on campus and 6 credits from off campus, from the indicated status below towards his/her graduate degree. I have made sure that these course(s) meet all the criteria regarding transfer credit stated below. For courses taken off campus, you must have an official transcript sent to the Registrar's Office.

\_\_\_ UMass Boston non-degree graduate student

\_\_\_ UMass Boston undergraduate student

\_\_\_ Courses take off-campus at: \_\_\_\_\_ (list UMB equivalent below)

Dept. Course #	Title	Credit	Sem./Yr. Taken	UMB EQUIVALENT
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1.

2.

Signature of Graduate Program Director: \_\_\_\_\_

Graduate Program: \_\_\_\_\_

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

Course Criteria:

1. Course(s) must be taken at an accredited institution.
2. Course(s) must be graduate level.
3. Grade must be "B" or better. Pass/Sat grades are unacceptable unless it is stated on the official transcript that the Pass/Sat notation is equivalent to "B" or better.
4. Course(s) were earned no more that seven (7) years prior to the student's matriculation at UMass Boston.
5. Course(s) were not used for a previous degree.
6. Public Service or Professional Development Work/Courses are not transferrable.
7. Maximum amount of transfer credit is twelve (12).

**Completed form with appropriate signature must be returned to Registrar's Office.**