

## Request for a Transfer of Credit

Student Name \_\_\_\_\_ PVID or Colleague ID \_\_\_\_\_  
MUSC Academic Program \_\_\_\_\_

I request transfer of credit from the following course(s) taken at:

Institution Name \_\_\_\_\_ Dates of Attendance \_\_\_\_\_ to \_\_\_\_\_.

Subject: _____	Course # _____	Course Title: _____	Credits: _____
Subject: _____	Course # _____	Course Title: _____	Credits: _____
Subject: _____	Course # _____	Course Title: _____	Credits: _____
Subject: _____	Course # _____	Course Title: _____	Credits: _____

This request should be submitted to the University Registrar in the Office of Enrollment Management for review and approval and should be accompanied by a copy of the official transcript. Complete transfer of credit information is available in the University Bulletin.

- **Transfer of Credit:** Courses from other accredited institutions may be evaluated for credit transfer to contribute to advance standing at the discretion of the program. Equivalency is determined by appropriate faculty in the program. The MUSC transcript will show total units credited in transfer with mention of specific courses and institution of origin but not grades. Regardless of the number of credits awarded, transfer students are expected to complete a core of courses at the Medical University.
- **In-residence Requirement:** At least 25 percent of semester credit hours applied toward a MUSC undergraduate degree, and at least 33 percent of semester credit hours applied toward a MUSC graduate degree must be earned through instruction by the University.
- **Credit Used for Multiple Degrees:** It is MUSC's policy that academic credit used to successfully earn one degree cannot be re-used for a subsequent degree. This policy covers credit earned while at MUSC as well as credit from other institutions where it was previously used to meet the requirements for an earned degree. Such coursework will not be transferred for MUSC-transcripted credit. Credit earned in excess of the minimum required for an earned degree may be applied towards another degree.
- **Waived Credit for a Second Degree at the Same Academic Level:** No more than 50 percent of the credits required for a degree may be waived if a student seeks to earn a second degree at the same academic level. Credits may only be waived when the knowledge or skill set acquired in the first degree parallels competency in the second degree. A program may allow or require the student to retake coursework if the subject matter has evolved over time, or to take alternative relevant coursework.
- **Waived Credit for an Advanced Degree in the Same Field:** A student enrolled in a doctoral program who has already earned a master's degree from MUSC in the same field may have up to 50% of the doctoral curriculum waived if that coursework was previously earned as part of the master's degree.

\_\_\_\_\_  
Content Area Faculty

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

\_\_\_\_\_  
Program Director/Department Chair

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

\_\_\_\_\_  
University Registrar

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