



Transfer Credit Request Form

This form is used by students to transfer into DMGS, credits from coursework completed at other institutions.

- All requests must be accompanied by an official transcript and course specific syllabi from the institution offering the course (s).
- Only graduate level coursework may be transferred.
- Students must have a grade of B or better in the course.
- A maximum of six (6) credits can be transferred.

Student Name _____

Program _____ Specialization _____

Request Date _____

Official Transcript Received _

Syllabi for All Courses Provided _

Institution	Course Number	Course Title	Grade	Credits	Approved or Denied Transfer of Credit

Notes:

Academic Department Approval Required:

Advisor/Department Chair _____

Date: _____

Dean of Graduate Studies _____

Date: _____

Transfer Credit Policy

Daniel Morgan Graduate School will grant a maximum of six (6) graduate level semester credit hours for DMGS equivalent courses, or applicable graduate level coursework.

All graduate transfer credit petitions are made on a case-by-case basis at the discretion of the program chair and the dean of graduate studies. To request a graduate transfer credit evaluation students must:

- Complete the admissions application process and be accepted into a program
- Submit a graduate transfer credit request form
- Submit official transcripts, syllabi, and course descriptions directly to the Office of the Registrar.

In order for DMGS to accept graduate credit, the following requirements must be met:

- The student must have earned at least a grade of “B” in the courses being transferred;
- Courses submitted for graduate transfer credit must be equivalent to DMGS courses or complimentary to the DMGS Master of Arts curriculum in Intelligence, National Security or Managing Disruption and Violence; courses in regional or area studies may also be considered on an individual basis;
- Transfer credits must be no more than three (3) academic years old at the time that the student is admitted to graduate study. Courses older than three years will be accepted only in rare circumstances.
- Approved transfer credit will be recorded on the student’s DMGS transcript as hours earned. No grade point value will be calculated.