



Transfer Credit and Course Exemption Worksheet

Before completing and submitting this form, please review the policy for Transfer Credit and Course Exemption available at <https://my.muih.edu/forms-policies-2/university-policies>.

Note: Please fill out a separate worksheet for each MUIH course

1) Applicant: please complete the following

- a) Name _____
- b) Student status (select one): Current Student Applicant
- c) MUIH Course Code _____ Course Name _____ # of Credits: _____
- d) Select which you are applying for: Transfer Credit Course Exemption
- e) Use the table below to provide evidence of achievement of the MUIH course learning outcomes.¹ Learning outcomes for MUIH courses can be found in the course syllabus. Please list all course learning outcomes in the table.

Learning Outcomes (from MUIH course syllabus)	Evidence of Achievement (identify which of attached documents demonstrates achievement of each MUIH learning outcome)
• <i>Learning Outcome #1</i>	<i>Coursework on Transcript IHMD750 from Example University</i>
• <i>Learning Outcome #2</i>	
• <i>Learning Outcome #3</i>	
• <i>Learning Outcome #4</i>	
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Official course descriptions and/or syllabi must be included with the form for all courses you are seeking to transfer or apply for exemption. Exemptions may include additional documentation. Only completed forms will be reviewed. By signing and submitting this form, you understand that acceptance of the above credit is neither implied nor guaranteed. An official letter listing approved credits will be provided in writing by the Graduate Admissions Office or the Registrar's Office at MUIH, with any applicable conditions noted.

Applicant Signature: _____ **Date:** _____

¹ Note: All transfers and the majority of exemptions require that the evidence provided includes completion of at least one academic course from another institution. See the Registrar for a list of MUIH courses that do not have this requirement. The Registrar will provide additional application materials for these "Special Course Exemptions."



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Payment Information (Required for exemption requests only)

Check Enclosed -or- Credit/Debit Card (Visa or MasterCard only)

Amount to be charged (\$75/credit requested): \$_____

*Based on the total from # of Credits for MUIH Course

Name on card: _____

Account number: _____

Expiration Date: _____ 3-Digit Code: _____

Signature: _____ Date: _____



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2) Reviewer: (for Transfer Credit requests): After reviewing the applicant's evidence of achievement table along with the supporting materials, fill out the table below. All statements should be a "yes" for course transfer to be granted.

Requirement	Yes	No
The course being transferred was completed no more than 7 years prior to enrollment in MUIH program		
The course being transferred is a graduate-level course		
The student earned a grade of at least 80% or equivalent in the course being transferred		
The transferred course has an equal or greater number of credits than the equivalent MUIH course		
The course being transferred meets a minimum of 80% of the learning outcomes for the corresponding MUIH course		
All of the <u>major</u> outcomes for the MUIH course have been met		

Indicate Decision (check one): Transfer Approved or Transfer Denied

Reviewer (for Course Exemption requests): After reviewing the applicant's evidence of achievement table along with the supporting materials, fill out the table below and add assessment notes. All statements should be a "yes" or "N/A" for course exemption to be granted without an exam. Exemption exams can be recommended if most but not all of the below requirements have been met. In addition, an exemption exam may be recommended if there is some doubt as to whether the student retains mastery of the relevant outcomes (e.g., coursework being used for evidence was completed 10 years ago and has not been applied since).

Requirement	Yes	No	N/A
The evidence provided for exemption includes completion of at least one academic course. ¹			
The summation of credits in the courses being used for evidence are equal to, or greater than, the number of credits in the corresponding MUIH course			
All courses being used as evidence have been completed at the graduate-level (Note: Undergraduate coursework can be accepted for 500-level MUIH courses)			
The student earned a grade of at least 80% or equivalent in all courses being used as evidence			
The coursework being used as evidence, and/or the supporting documents, demonstrates achievement of a minimum of 80% of the learning outcomes for the corresponding MUIH course			
All of the <u>major</u> outcomes for the MUIH course have been met			

Indicate Decision (check one): Exemption Approved Exemption Exam Required Exemption Denied

Reviewer notes for exemption requests (provide rationale for decision)

Reviewer Signature _____ Date _____

Academic/Department Chair Signature _____ Date _____

Registrar Signature _____ Date _____