

Accelerated and Internal Transfer Credit Form for Accelerated Bachelor’s to Master’s Students

Internal Transfer Credit Form for Non-Accelerated Students

***Directions:***

This form should be completed by the graduate program during the student’s **first semester in their graduate career**, and submitted by the graduate program to [GradGraduation@nau.edu](mailto:GradGraduation@nau.edu).

At this time, this form is only needed for [first-wave](https://nau.edu/wp-content/uploads/sites/14/Graduate-AAR-First-Wave-Programs.pdf) and [second-wave](https://nau.edu/wp-content/uploads/sites/14/Graduate-AAR-Second-Wave-Programs.pdf) programs. [Third-wave programs](https://nau.edu/wp-content/uploads/sites/14/Graduate-AAR-Third-Wave-Programs.pdf) should indicate the courses that qualify for accelerated and internal transfer on their students’ Program of Study.

**STUDENT INFORMATION**

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| --- | --- |
| **Name:** | **NAU ID:** |
| **NAU E-mail Address:** | **Master’s Program:** |
| **Advisor/Faculty Mentor:** | **Department Chair/Director:** |

Is this student in an accelerated program?  Yes  No

**For accelerated students:**

Per [Policy 100309: Accelerated Bachelor’s to Master’s Program](https://www9.nau.edu/policies/Client/Details/1590?whoIsLooking=Students&pertainsTo=All&sortDirection=Ascending&page=1) and [Policy 100327: Undergraduates in Graduate Courses](https://www9.nau.edu/policies/Client/Details/1574?whoIsLooking=Students&pertainsTo=All&sortOrder=PolicyTitle&sortDirection=Ascending&paging=999&page=1),

* A maximum of 12 units ***(accelerated credit)***can be shared between the Bachelor’s and Master’s degrees. *It is the discretion of the academic unit to share fewer than 12 units.* 
  + Of the 12 units, up to 6 units may be 400-level coursework.
  + Alternatively, all 12 units may be graduate-level coursework (500- or 600-level).
* A maximum of 9 additional units***(internal transfer credit)***of graduate-level coursework can be completed during the student’s undergraduate career, to be used solely for the Master’s degree. *These units cannot be used for the Bachelor’s degree.*
* A maximum of 18 units of graduate-level coursework can be completed during the student’s undergraduate career.
* A minimum of 9 units of graduate-level coursework must be completed during the student’s graduate career.

Please identify the courses that qualify for **accelerated credit** here (12 units maximum):

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| --- | --- | --- | --- | --- | --- |
| **Course #** | **Course Name** | **Semester** | **Year** | **Grade** | **Credits** |
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Please identify the courses that qualify for **internal transfer credit** here (9 units maximum):

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| --- | --- | --- | --- | --- | --- |
| **Course #** | **Course Name** | **Semester** | **Year** | **Grade** | **Credits** |
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Please confirm if the student will meet the requirement to complete a minimum of 9 units of graduate-level coursework during their graduate career:

Yes  No

Please share any additional comments, if desired:

**For non-accelerated students:**

Per [Policy 100327: Undergraduates in Graduate Courses](https://www9.nau.edu/policies/Client/Details/1574?whoIsLooking=Students&pertainsTo=All&sortOrder=PolicyTitle&sortDirection=Ascending&paging=999&page=1),

* A maximum of 9 units ***(internal transfer credit)*** of graduate-level coursework can be completed during the student’s undergraduate career, to be used solely for the Master’s degree. *These units cannot be used for the Bachelor’s degree.*

Please identify the courses that qualify for **internal transfer credit** here (9 units maximum):

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Course #** | **Course Name** | **Semester** | **Year** | **Grade** | **Credits** |
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Please share any additional comments, if desired:

**Sign and submit to** [**GradGraduation@nau.edu**](mailto:GradGraduation@nau.edu)**:**

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| --- | --- |
| **Advisor/Faculty Mentor:** | **Date:** |
| **Department Chair/Director:** | **Date:** |

TO BE COMPLETED BY THE OFFICE OF GRADUATE & PROFESSIONAL STUDIES

Processed?  Yes  No

Notes: