

ARTICULATION OF TRANSFER COURSEWORK FOR GRADUATE PROGRAMS

- This form should be [submitted to the Registrar's Office](#) by the appropriate **department or school faculty or staff** and should not be submitted by students.
- This form must be accompanied by an **OFFICIAL** transcript. Submit one form per transfer institution.
- International transcripts should be accompanied by a **credential evaluation**.
- This form is for students who are transferring coursework **from a school other than Tulane University** that meets a requirement for their current graduate program at Tulane.
- **If a transfer course does not have an equivalent Tulane course** but should apply to degree requirements, enter the Tulane course number using the **subject area code with the number 7940***, which is the course number for general graduate transfer coursework. For example, a computer science course would be indicated as CMPS 7940.
- If a course articulated as **7940*** should fulfill a requirement in the audit, **submit a [degree audit petition](#)** to place the course in the audit correctly.
- If an equivalent Tulane course did not exist in the student's first term in the program, it will be articulated as **7940***.
- Articulating a transfer course as equivalent to a Tulane course means that the **equivalency applies to all students transferring the course**. If COMS 573 from Example State University is articulated as Tulane course number CMPS 6720, any student transferring in COMS 573 will get credit for CMPS 6720.
- **50% of all credits** for a graduate degree must be completed at Tulane.
- **Undergraduate transfer coursework** cannot be articulated as equivalent to Tulane graduate coursework.
- When awarding transfer credit, the number of **credit hours added to a student's Tulane record must reflect the credits earned at the originating institution**, as determined by the original institution's calendar type or applicable foreign credit multipliers (e.g., 1 quarter credit = 0.67 semester credits; 2 ECTS credits = 1 semester credit). Credit values cannot be adjusted to align with Tulane's course credit structure and must remain equivalent to those awarded by the original institution.

* The School of Social Work uses 6940 as their general transfer coursework number.

Student name: _____

Student TU ID: _____

First term of TU attendance: _____

Transfer institution: _____

Submitted by

Name

Title/role (e.g. Graduate Director, Faculty Advisor, Department Administrator)

Date

Transfer institution				Tulane
Course number	Course title	Credits	Grade	Equivalent TU course number

REGISTRAR USE ONLY

Institution code: _____

Entered by, date: _____