

Instructions for graduate study plans that contain Transfer Work.

Transfer work is recorded on the **Planner** in the **Notes** field next to the “Plan part #” blocks. Transfer courses that are to be part of the study plan will need to be identified in the following manner:

Classes that are:

Should be listed on the Planner as:

| | |
|--------------------------|----------|
| Undergraduate level work | Grad 000 |
| Graduate level work | Grad 005 |

If you are using transfer work from a school that is on a quarter system rather than semester, the work must be converted to semester credits in the “Planner” section. To list the transfer work on your study plan enter the appropriate placeholder indicated above and total number of transfer (semester) credits in the planner list.

Formula to convert quarter to semester credits:

1. Total the number of quarter credits being used
2. Multiply this total by two
3. Divide this total by three
4. The result will be semester credits

List the courses in the “Notes” section on the right as they appear on the transcript from the transfer institution. If the other institution used quarter credits, list the number of quarter credits in the Notes box, but convert them to semester credits using the formula above for the correct value in the “Plan Part #” list place holder.

To identify the classes, you need the following information for each class. (Please try to format your notes to fit into the notes box without using the scroll bar). Be aware that “Notes” will save only if there is information in the “Plan Part #” next to it.

- **Name of Institution**
- **Subject**
- **Course Number**
- **Title and Credits**
- **Year completed (especially important if this work will be completed in a future term)**

Example:

| | |
|---------------|----|
| Plan part 1 ▾ | |
| ADOL 573 | 3 |
| ADED 574 | 3 |
| ADED 574 | 3 |
| ADED 501 | 6 |
| ED 582 | 3 |
| ED 588 | 3 |
| GRAD 005 | 7 |
| | |
| | |
| Total | 21 |

Notes

Transfer courses:

Univ of AZ: ED 548 Methods of ED Research (3 crs). 2007

MSU: EDU 615 Higher ED Personnel (4crs). 2006

The College of Graduate Studies will review and approve the study plan. Once approved the Office of the Registrar will be notified to update the academic record and degree audit. The University of Idaho requires submission of an official transcript from the institution awarding the transfer credit. If you have listed transfer work to be completed in the future, you must have an official transcript sent after the completion of the course. Transfer courses must be verified prior to notation on the academic record.