

## GRADUATE STUDENT TRANSFER COURSE EVALUATION REQUEST

Students are required to take all the required core courses while in residence during their first year. Students may not use transfer credits to meet required core courses (Soc 8001, 8701, 8801, 8811) except under usual circumstances with DGS approval.

Date:

Evaluator:

From: Director of Graduate Studies – Sociology

Return to Evva Parsons by \_\_\_\_\_

### Guidelines for Transferring courses to the Ph.D.

Students may request to transfer courses previously taken for graduate credit as determined by Sociology and the CLA Office of Research and Graduate Programs (ORGP) policy for transfer of 6 credits of sociology and 6 credits of non-sociology elective course work.

Prior approval is required in order to transfer course credit from a master's degree. Students must submit each course for approval to the Director of Graduate Studies according to the following guidelines.

- Complete a Department of Sociology Transfer Course Evaluation Request form to request a review of equivalency with required elective coursework. Any courses that are considered for equivalency must be graduate level courses from a graduate program recognized by the University of Minnesota Graduate School.
- Attach a copy of the course syllabus, and (if available) include papers, exams, notes or other materials from this course.
- Submit the materials to the Graduate Program Associate.
- The most qualified Department instructor will review the materials and make recommendations to the Director of Graduate Studies, who will make the final decision about whether the course will be approved for transfer.
- To be eligible for transfer, graduate level coursework must also meet the eligibility requirements and be approved as part of your Degree Plan by the CLA Office of Research and Graduate Programs (ORGP). Courses will appear only as credits transferred and not by individual course.

### A. TO BE COMPLETED BY STUDENT

A syllabus from each course is required. Please also include papers, exams, notes or other materials from this course.

<i>Student name:</i>	
<i>Course designator and number and title:</i>	
<i>Was this course restricted to graduate students? Yes or No</i>	
<i>If not, please explain the nature of the course:</i>	
<i>Course Instructor(s):</i>	
<i>College/University Name:</i>	
<i>Term/Year Course Completed:</i>	
<i>Grade in Course:</i>	
<i># of Credits:</i>	
<i>I wish to use this course for the following purpose: A Sociology course to count as an elective in sociology or A non-Sociology course to count as an outside elective</i>	

### B. TO BE COMPLETED BY THE FACULTY EVALUATOR

Attached are materials for a transfer course for which a student would like to receive graduate-level credit. Please briefly review the attached material with the student's above indicated purpose in mind consider these materials, and fill out the information in this section. Your feedback will be very helpful in making a decision about whether to accept this transfer course. Then, by the date listed please answer the questions below and return this form (and all the attached course materials) to Evva.

- Would this qualify as a graduate-level course at the University of Minnesota?

\_\_\_ Yes ▶ Go to # 2

\_\_\_ No ▶ check no, sign form, and return to the DGS

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2. Is this course a Sociology course?  
\_\_\_ Yes ▶ Go to #3  
\_\_\_ No ▶ Go to #6
3. Is there a specific course equivalent in our department?  
\_\_\_ Yes: \_\_\_\_\_ ▶ Go to #4  
\_\_\_ No ▶ Go to #5
4. Does it meet the full requirements of the course?  
\_\_\_ Yes ▶ Sign form, and return to DGS  
\_\_\_ No ▶ Go to #5
5. Is this a course adequate to qualify as Sociology elective?  
\_\_\_ Yes ▶ Sign form, and return to DGS  
\_\_\_ No ▶ Supply comments & sign form, and return to \_\_\_\_\_ DGS
6. Is this course adequate to qualify as a Non Sociology elective?  
\_\_\_ Yes ▶ Sign form, and return to DGS  
\_\_\_ No ▶ Supply comments & sign form, and return to DGS

Evaluator Comments (if any):

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Evaluator's Signature: \_\_\_\_\_

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### ***C. TO BE COMPLETED BY THE DGS***

This request has been    Approved \_\_\_\_\_ Declined \_\_\_\_\_

DGS Name: \_\_\_\_\_  
Signature \_\_\_\_\_

DGS