

Accelerated and Internal Credit Transfer Form

Graduate coursework taken at Northern Arizona University (NAU) during the undergraduate academic status is not automatically applied to the graduate record. This form is used to transfer approved courses to the official graduate record to be applied toward graduate degree requirements.

The program advisor/faculty mentor is responsible for determining which courses are appropriate to apply toward the graduate degree and for ensuring compliance with policy limitations on applicable coursework. For programs utilizing the Academic Advisement Report, additional AAR Exceptions may be needed after the processing of this form to ensure the credits fulfill the correct degree requirements.

Graduate programs should complete this form during the student's **first semester in the graduate career**.

For Accelerated students:

Per [Policy 100309: Accelerated Bachelor's to Master's Program](#) and [Policy 100327: Undergraduates in Graduate Courses](#):

- **Accelerated Credit:** A maximum of **12 units** can be applied toward both the bachelor's and master's degree requirements. Academic units have the discretion to share fewer than 12 units.
 - Of the 12 units, **up to 6 units** may be **400-level coursework**.
- **Internal Credit:** Up to **9 additional units** of coursework completed during the undergraduate status may be applied towards the graduate degree, provided the courses were **not used** toward undergraduate degree requirements.
- **Total Units:** The combined total of Accelerated Credit and Internal credit may not **exceed 18 units of graduate-level coursework (500 level or above)** taken while in the undergraduate status.
- **Total Units Including 400-level Coursework:** Students who apply 400-level coursework towards the graduate degree may complete up to **21 total units** of coursework during the undergraduate status (*6 units of 400-level Accelerated Credit + 6 units of 500-level Accelerated Credit + 9 units of Internal Credit = 21 total units*)
- A minimum of **9 units** of graduate-level coursework must be completed during the student's graduate academic career, after the awarding of the bachelor's degree.

For Non-Accelerated students:

Per [Policy 100327: Undergraduates in Graduate Courses](#):

- **Internal Credit:** Up to **9 units** of coursework completed during the student's undergraduate status may be applied towards the graduate degree, provided the courses were **not used** to fulfill undergraduate degree requirements.

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|----------------------------|--------------------------|
| Student's Name: | NAU ID: |
| NAU E-mail Address: | Master's Program: |

Is this student classified as Accelerated: Yes No

Accelerated Credit (12 units maximum) Used for both Bachelor's and Master's degree requirements:

| Course | Course Title | Semester | Year | Credits | Grade |
|--------|--------------|----------|------|---------|-------|
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Internal Credit (9 units maximum) Taken in the undergraduate status and NOT used to fulfill undergraduate degree requirements:

| Course | Course Title | Semester | Year | Credits | Grade |
|--------|--------------|----------|------|---------|-------|
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Signature approvals:

 Advisor/Faculty Mentor Signature Date
 Name

 Department Chair/Director Signature Date
 Name

Submit approved form to: GradGraduation@nau.edu