Instructions for putting transferred courses into a study plan.

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.
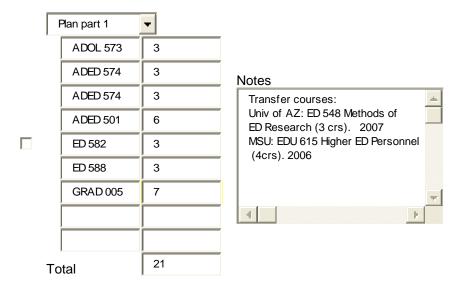
Formula to convert quarter to semester credits:

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. Be aware that "Notes" will save only if there is information in the "Plan Part #" next to it.

* **Name of Institution and 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

Your complete study plan will be reviewed by your Major Professor, your Department, the College of Graduate Studies and the Office of the Registrar. 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 competition of the course. Transfer courses must be verified prior to notation on the academic record. Please visit the Office of the Registrar's Degree Audit webpage if you have any questions about creating or submitting a study plan, or making changes to an approved plan.