

Department Conferment for Courses Taken at Another Institutions

A graduate student can receive departmental conferment for up to [12 credits](#) from another institution toward the UW-Madison PhD requirements. These courses will not appear on the UW-Madison transcript nor count toward the graduate career GPA. Coursework earned ten or more years prior to admission to a doctoral degree is not allowed to satisfy requirements.

To confer credits, you will need to

1. Identify a graduate course at UW-Madison that is similar to the course taken at another institution.
2. Identify a faculty member who has taught the UW-Madison course.
3. Email the faculty member asking for credit for the similar course. Include the following
 - a. UW-Madison course number and number of credits
 - b. Course name, instructor, number of credits, grade, a short description, and syllabus of the course taken at the other institution
4. Ask the UW-Madison faculty to email Arrietta Clauss with permission granted and the number of credits.