

Request to Accept Transfer Credit from another Institution

The purpose of this communication is to request the transfer of no more than **six hours** of graduate-level courses from another institution for a Master's student. The student must have made a "B" or better on the course(s) to be transferred.

Student Name: _____ Student ID#: _____

Courses to be transferred:

<u>Course Number</u>	<u>Title</u>	<u>Hours</u>	<u>Grade</u>
_____	_____	_____	_____
_____	_____	_____	_____

Institution from which the course(s) were taken: _____

This form must be accompanied by a Catalog description of the course(s) and an official copy of the transcript, unless the transcript is already on file in the Graduate School.

Copy of:

- Catalog description
- Transcript
- Transcript on file at GS

Departmental Approval:

I have determined that the requirements for the transfer of credit, as stated in the Graduate School Catalog, have been satisfied. Approval for the transfer of credit is recommended by the department.

Name of GPC/Department Chair _____

Signature Date