

## Office of the Registrar

## PERMISSION TO TRANSFER GRADUATE CREDITS

## **Transfer Credit Guidelines:**

A maximum of 1/5 of program credits (usually 6 credits for graduates, 12 credits for doctoral) may be transferred. Course work must be distinctively graduate level by transfer institution.

Courses must have been taken within the last five years.

Must have earned a minimum grade of B (P grades must be defined as B or better).

Courses previously applied to a degree may not be transferable to current program.

All credits are converted to semester credits.

Transfer credit is not granted until signatures have been obtained

STUDENT INFORMATION				
Name: Last Address:		First	ID#:	
City/State/Zip:		Program	n/Degree:	
Transferred Course Information				
College/University where credits	were/will be completed:		Date Taken:	
Courses to be Transferred:				
1) Dept/Course#:	Credits:	Title:		
Substitute for which program course/elective:				
2) Dept/Course#:	Credits:	Title:		
Substitute for which program course/elective:				
3) Dept/Course#:	Credits:	Title:		
Substitute for which program course/elective:				
Additional Comments and Recommendations:				
	Rec	QUIRED SIGNATURES		
Student:			Date:	
Program Director/Advisor:			Date:	
Dean of Student's Program:_			Date:	
Registrar:			Date:	
	WHITE—Registrar's Office	YELLOW—Advisor	PINK—Student	