



Request for Transfer of Credit

Transfer credit requests must be accompanied by an official transcript with transcript legend. Credits that have been earned at a university that uses quarter credits will be converted to semester credits. This form is due to the Graduate School prior to the semester in which the student takes the doctoral comprehensive exam or master's final examination.

Date:

Student Name: _____

Student Number

Degree, Program: _____

List courses exactly as they appear on the transcript, including course title, course number, and credit hours.

Institution	Title of Course	Course Number	Grade	Sem/Qtr Hours	Term/Year Taken

Graduate School
Use Only
Approval Notes:

Recommended By:

Name

Signature

Student's Advisor _____ Date:

Dept. Chair or Program Director _____ Date:

Transfer of Credit Approved:

Graduate School _____ Date:

Official Transcripts showing courses recommended for transfer must be attached to this request.