

Application for Transfer of Academic Credit

INSTRUCTIONS: Complete this application form and submit it to your graduate program director, including an official transcript.

PLEASE NOTE REQUIREMENTS OF TRANSFER: 1) unconditional admission; 2) a minimum of 12 credits of "B" or better grades at the School of Public Affairs & Administration (SPAA); 3) official transcript(s) of courses to be transferred; 4) transfer courses must be graduate level, "B" grade or better, and may not include work for a thesis, independent study, research or non-graded course work; 5) transfer courses should have been taken within the past 6 years; 6) a maximum of 40% of your total required course work is transferable.

TO BE COMPLETED BY STUDENT:

Name _____ ID # _____ Date _____

Mailing Address _____ City _____ State _____ Zip _____

Telephone: Home _____ Work _____ Date of Admission _____

Graduate Program _____ Degree Sought _____ No. Credit Completed SPAA _____

TRANSFER CREDITS (if additional space is needed, please attach sheet)

UNIVERSITY	COURSE #	COURSE TITLE	TERM TAKEN	CREDITS	GRADE

TO BE COMPLETED BY PROGRAM DIRECTOR AND FORWARDED TO THE OFFICE OF THE DEAN FOR FINAL APPROVAL:

I have reviewed the request and recommend the transfer of _____ credit (s) of _____ coursework
 _____.

Graduate Program Director Date _____

TO BE COMPLETED BY DEAN:

I _____ approve _____ do not approve the transfer of _____ credit(s).

_____ Graduate Dean Date _____

FOR DEAN'S OFFICE USE ONLY:

_____ matric. _____ comp. rec. _____ GPA _____ no. cr transferable _____ no. cr. Prev. trans.