

TRANSFER CREDITS REQUEST (GRADUATE)

Instructions:

1. Complete and sign this form; make sure to get all required approval and signatures.
2. Attach supporting document(s) that pertains to the course(s) you are requesting to transfer (e.g. Course Description, syllabus, copy of transcript, etc.) before submitting to the respective Program Chair and Academic Dean for their approval and signatures.
3. Submit completed form to Graduate Admissions Office for Registrar's signature and processing
4. Make sure to get a copy for your own file

NOTE: A maximum of 9 credits may be transferred into a program (1 quarter hours = 2/3 semester hours). Grades below "B" are not transferrable as a graduate credit.

FULL NAME (PLEASE PRINT)		SSN/ID#		
PHONE:	WORK:	CELL:	EMAIL:	
DEGREE PROGRAM:				
TRANSFER COURSE	COLLEGE	CREDIT	GRADE	UOG COURSE
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
STUDENT'S SIGNATURE		DATE		
X				

FOR OFFICIAL USE

Action by the Program Chair

- Approved
- Disapproved

Program Chair's Name & Signature

Date

Action by College Dean

- Approved
- Disapproved

Dean's Name & Signature

Date

Action by the Registrar

- Approved
- Disapproved

Registrar's Name & Signature

Date