

From: Department of \_\_\_\_\_

To: Graduate Dean of Arts and Sciences

Subject: Transfer of Credit

I request that approval be given to the transfer of the credits listed below for the following student in our \_\_\_\_\_ program:

\_\_\_\_\_  
(student name)

\_\_\_\_\_  
(student ID number)

Term Taken	Course Number	Title	Credits	Grade	Institution

6 credits maximum toward Master's Degree. 24 credits toward Ph.D. Official transcript must be part of Dean's file.

Approval of Department Chair/Program Director:

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

Approval of Graduate Dean

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)