

**REQUEST FOR TRANSFER OF GRADUATE COURSES**

**Name:** \_\_\_\_\_ **Degree:** \_\_\_\_\_

**Social Security Number:** \_\_\_\_\_ **Major:** \_\_\_\_\_

**Instructions**

Please attach a copy of the course syllabus for each course you list below. If a course syllabus is unavailable, you must obtain satisfactory documentation of the course content from the institution where the course was taken. A complete official transcript must be on file in order for transfer credit to be awarded. Transfer credit is subject to approval by the dean of the College of Arts and Sciences.

The transfer of graduate courses request form should be submitted to the department for initial evaluation, then forwarded to the Office of the proper area Associate Dean. Once the dean's signature is obtained, return this form to the Graduate Office at the above address.

Master's candidates: A maximum of 6 semester hours of transfer credit may be applied to your degree program. A request for more than six hours must be accompanied by a Petition for Deviation from Graduate Bulletin Regulations, which is available from the Office of Graduate Studies.

Doctoral candidates: A maximum of 30 semester hours of transfer credit may be applied to your degree program.

Note: Course work transferred from other institutions is subject to the seven-year time limit on requirements for the master's degree and the ten-year time limit on requirements for the doctorate. Please contact the Graduate Office for further information.

**STATEMENT OF STUDENT**

I request that the following graduate course(s) be applied to my degree program at Georgia State University:

**Institution:** \_\_\_\_\_ **(please indicate in full)**

	Term	Year	Hrs credit		Grade	Course Prefix & Number	Course Title	Dept. Dir. Grad Studies: Please indicate equivalent course prefix & number--
			Sem	Qtr				
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
	<b>Total</b>							

<b>Seven-Year limit (Masters):</b>	
<b>Ten-Year limit (PHD):</b>	

\_\_\_\_\_  
 Student Date

\_\_\_\_\_  
 Departmental Director of Graduate Studies Date

\_\_\_\_\_  
 Associate Dean, College of Arts and Sciences Date