

Transfer of Graduate Courses
Office of Academic Assistance, College of the Arts
55 Park Place, Suite 990

REQUEST FOR TRANSFER OF GRADUATE COURSES

Name: _____ Degree: _____

Panther #: _____ 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 the Arts.

The transfer of graduate courses request form should be submitted to the department for initial evaluation and then forwarded to the Office of Academic Assistance for review. Once reviewed, the appropriate area associate dean's signature is obtained and this form is returned to the Office of Academic Assistance 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 Academic Assistance.

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								
			Total					

Seven-Year limit (Masters):	
Ten-Year limit (PHD):	

Student

Date

Departmental Director of Graduate Studies

Date

Reviewed: _____

Entered: _____

Associate Dean, College of the Arts

Date