



## College of Education

### Petition to Transfer Graduate Credit for MAT, MED, MS, EdS, EdD and PhD students

Office of Academic Assistance and Graduate Admissions

COE Building, #300

<b>Name</b>	<b>Panther ID</b>
<b>Address</b>	<b>Phone</b>
<b>City, State, ZIP</b>	<b>Student email</b>
<b>Degree Program and Major</b>	<b>Catalog</b>

#### TRANSFER CREDIT GUIDELINES

- Credit must be from a regionally accredited institution
- Grades below B are not acceptable
- Credit must be no older than six years at the time of graduation
- Credits to be transferred cannot be taken the term of graduation
- Students must complete a minimum of 27 semester hours of graduate credit in residence

#### TRANSFER CREDIT PROCEDURES

- A separate petition is required for each course prefix for which the student is requesting transfer credit so the petition may be routed to the appropriate department for review
- Attach copy of course description and/or syllabus for each course
- Attach a copy of the transcript
- Obtain advisor's approval and signature
- Submit to the department of GSU equivalent course for approval
- Completed form and attachments should be submitted to the Office of Academic Assistance and Graduate Admissions

<b>COURSE TO BE TRANSFERRED PREFIX, NUMBER, TITLE</b>	<b>INSTITUTION WHERE COURSE(S) WAS TAKEN</b>	<b>GSU EQUIVALENT COURSE</b>

Advisor's Signature: _____	Date: _____
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Department of GSU Equivalent Course (not required if outside of College of Education)	
Approval: _____	Date: _____

**AFTER** signature obtained, submit form to the Office of Academic Assistance and Graduate Admissions, #300