Petition to Transfer Graduate Credit
For MAT, MEd, MS, EdS, EdD and PhD Students

Office of Academic Assistance and Graduate Admissions
CEHD Building, Suite 300

Name:  
Panther ID:  
Address:  
Phone:  
City, State, ZIP:  
Student email:  
Degree, Program and Major:  
Catalog:  

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 to 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 Georgia State equivalent course for approval
- Submit completed form and attachments to the Office of Academic Assistance and Graduate Admissions

<table>
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<tr>
<th>COURSE TO BE TRANSFERRED</th>
<th>INSTITUTION WHERE COURSE(S) WAS TAKEN</th>
<th>GEORGIA STATE EQUIVALENT</th>
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Advisor’s Signature:  
Date:  

Department of GSU Equivalent Course (not required if outside of College of Education & Human Development):

Approval:  
Date:  

AFTER signature obtained, submit form to: Office of Academic Assistance and Graduate Admissions, CEHD Bldg., Suite 300