

**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

<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 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

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

<b>Advisor's Signature:</b>	<b>Date:</b>
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Department of GSU Equivalent Course (not required if outside of College of Education & Human Development):

<b>Approval:</b>	<b>Date:</b>
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**AFTER** signature obtained, submit form to: Office of Academic Assistance and Graduate Admissions, CEHD Bldg., Suite 300