

Request for Transfer Credit to Meet Graduate Program Requirements

(This form may not be used for changes to a program which leads to Initial Teaching Certification)

STUDENT: Fill out the following fields and forward to your advisor.

STUDENT NAME: _____ STUDENT ID#: _____

EMAIL: _____@millersville.edu PROGRAM: _____

I am requesting transfer credit for:

_____ Coursework completed at another institution. Official transcript must be submitted or already on file in Slate. Attach catalog descriptions for any courses listed below. Name of Institution: _____

_____ Completed coursework that was taken at Millersville, but is not counting towards requirements (taken prior to acceptance into current program, etc.).

Course info - Number	Course Title and Credits	Term and Year	Grade	Count towards which requirement? (Specific course or degree audit block)

ADVISOR: If you are in support of this request, fill in your name, date approved and any comments, then add name of the program coordinator (this may be same as advisor).

Advisor Name: _____ Date: _____

Comments: _____

Program Coordinator name: _____

Advisor: Send this form to your Dean's Office.

Dean's Office: Collect approval signatures below and send to Registrar (Transfer Coordinator).

APPROVALS

Prog. Coord.: Approved: _____ Not Approved: _____ Comments: _____

Graduate Program Coordinator Signature

Date

College Dean: Approved: _____ Not Approved: _____ Comments: _____

College Dean Signature

Date

Approved form sent to Advisor, Program Coordinator and Student.