Bloomsburg   **LOCK HAVEN**   **MANSFIELD**

C O M M O N W E A L T H   U N I V E R S I T Y   O F   P E N N S Y L V A N I A

School of Graduate Studies
Request for Transfer of Graduate Courses

A Commonwealth University graduate student wishing to transfer **graduate courses** from another accredited College/University must complete this form, obtain the advisor's and program coordinator's signature, and return the completed form to the Graduate Office. A maximum of 9 semester hours may be transferred. A copy of the course description from the university catalog at which the course was taken **MUST** be attached. An official transcript must be forwarded to the School of Graduate Studies upon completion. Transfer credits must have been earned with a grade of at least B, must be capable of counting toward a graduate degree at the sponsoring institution, be appropriate to the CU program, and be completed no more than six years from the expected date of graduation. Pass/fail grades are not accepted. Workshop courses are not transferable to a graduate degree program at CU. For more information, please refer to PRP 3463: Graduate Admissions, Withdrawal, Course Repeat, Transfers, and Graduation Requirements.

Student Name_____ Student ID # _____

Degree/Certification Program: _____

When was/will course be taken_____CU Email: _____

# of graduate credits previously transferred_____ (no more than nine credits are allowed in transfer from another institution)

Name of College/University from which course(s) is to be transferred (please request official transcript)	Transfer Course # and Name	Credits	Dates course was/will be taken
1._____	_____	_____	_____
2._____	_____	_____	_____
3._____	_____	_____	_____

(Advisor use only)

Transfer Course # and Name	Equivalent CU Course or other acceptable elective		
1._____	_____ Credits_____	_____
2._____	_____	_____
3._____	_____	_____

Student Signature_____ Date:_____

1. _____ Approved _____ Not Approved   Advisor _____ Date_____
Exceptions and/or reasons: (Print)   (Sign)

2_____ Approved _____ Not Approved   Prog. Coordinator _____ Date_____
Exceptions and/or reasons: (Print)   (Sign)

3_____ Approved _____ Not Approved   Graduate Dean _____ Date_____
Exceptions and/or reasons: (Print)   (Sign)

4_____ Pre Approved Pending "B" or Better   *revised 9.7.2017*