



241 Mossman Building
 1202 Spring Garden Street
 Greensboro, NC 27412
 336.334.5596 Phone
 336.256.0109 Fax

MASTERS/CERTIFICATE STUDENT REQUEST FOR TRANSFER CREDIT

The graduate student must include the course description of the course(s) taken at another university/college in order to request preliminary approval. The student should also ensure that courses will transfer as graduate level coursework, the courses fall within the overall time limit to degree and they do not exceed the number of hours that can be transferred. Upon completion of the course(s), the student must request that a final, official transcript be sent to The Graduate School. The regulations governing the transfer of credit are set forth in *The Graduate School Bulletin* in the section on **Academic Regulations**. Approval to transfer credit to a degree program is conditional upon compliance with ALL limitations stated therein.

Please consult the **Policy on Continuous Enrollment** in the *Bulletin*. Students taking courses for transfer must remain in compliance with the Continuous Enrollment Policy. **PhD students are not required to fill out this form.** Instead, transfer credit should be included on the student's Doctoral Plan of Study.

Name of University Visited: _____

Student Name: _____ Student ID Number: _____

Course(s) presented for transfer:

Course Number and Title:	Semester / Year:	Semester Hours:	Substitutes for which course at UNCG:
<i>Example: NURS 6994 Research Methods for Advanced Nursing</i>	<i>Spring 2007</i>	<i>3</i>	<i>NUR 602</i>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Total hours:

I have read the Policy on Continuous Enrollment and the regulations governing transfer credit in *The Graduate School Bulletin* and understand that I bear sole responsibility for meeting all of the conditions stated therein.

Student Signature: _____ Date _____

*I recommend the above course(s) for transfer credit to the student's graduate degree program at UNCG.

Department Head or
 Director of Graduate Study: _____ Date _____

Associate Dean,
 The Graduate School: _____ Date _____

If this block is checked, the time limit in which to complete the requirements for your degree has changed due to this transfer of credit. Your time limit will now expire with the _____ semester.

***Final approval granted by The Graduate School upon receipt of final, official transcript.**

C: Department
 Student