

PETITION
Transfer Credits

First Name: Last Name: ID#:

Major Area: Degree:

Email: Date:

I hereby request the following graduate courses taken at another institution be accepted and applied to my graduate degree requirements. I understand the following restrictions:

- a. **an OFFICIAL TRANSCRIPT from an accredited institution(s) must be on file in the Records Office before the credit will be transferred, and it is my responsibility to request the transcript(s) requirements. I understand the following restrictions.**
- b. **each course must have a grade of B (3.00) or higher.**
- c. **research courses to meet the AU research requirement must be approved in the "Approved" column by professor who teaches the course.**
- d. **any other course substituting a required AU course must be approved in the "Approved" column by the professor who teaches the course.**

PLEASE TYPE/PRINT

(Transcript should be sent directly to the Records Office)

Institution:

Year Taken	Course #	Course Title	# Credits	Grade	AU EquivCourse #	Approved	Deny

Student Initial: Date:

*The graduate Dean's signature is needed for any exceptions to minimum standards voted by the Graduate Council, including exceptions to policies for provisional/regular admission (including English Language standards), normal course loads, residency, degree candidacy and deadlines, time limitations on degrees, credit transfers, second degrees, updating, grade changes, grade-point average requirements, academic probation, comprehensive examinations, projects/theses/dissertations, application for graduation deadlines, etc

RECOMMENDED:

Academic Advisor: _____ Approve Deny Date:

Department Chair: _____ Approve Deny Date:

Graduate Records Officer: _____ Approve Deny Date:

Dean, School of Graduate Studies: _____ Approve Deny Date: